

AGENDA

REGULAR SCHOOL BOARD MEETING

GADSDEN COUNTY SCHOOL BOARD
MAX D. WALKER ADMINISTRATION BUILDING
35 MARTIN LUTHER KING, JR. BLVD.
QUINCY, FLORIDA

April 27, 2010

6:00 P.M.

THIS MEETING IS OPEN TO THE PUBLIC

1. CALL TO ORDER
2. OPENING PRAYER
3. PLEDGE OF ALLEGIANCE
4. RECOGNITIONS

ITEMS FOR CONSENT

5. REVIEW OF MINUTES – **SEE ATTACHMENTS**
 - a. March 23, 2010, 4:30 p.m. – School Board Workshop
 - b. March 23, 2010, 6:00 p.m. – Regular School Board Meeting
 - c. April 6, 2010, 4:00 p.m. – Student Hearing
 - d. April 6, 2010, Immediately following student hearing at 4:00 p.m. -
Special Board Meeting

ACTION REQUESTED: The Superintendent recommends approval.
6. PERSONNEL MATTERS (resignations, retirements, recommendations, leaves of absence, terminations of services, volunteers, and job descriptions)
 - a. Personnel 2009 – 2010 – **SEE PAGE #5**

ACTION REQUESTED: The Superintendent recommends approval.
 - b. Personnel 2010 – 2011 – **SEE PAGE #7**

ACTION REQUESTED: The Superintendent recommends approval.
7. BUDGET AND FINANCIAL TRANSACTIONS
 - a. Approval of bills and vouchers - See back-up material

ACTION REQUESTED: The Superintendent recommends approval.

- b. Budget Amendment Number Nineteen – **SEE PAGE #11**
Fund Source: 378 (1.5 Mil) Capital Outlay Funds
Amount: \$.00
ACTION REQUESTED: The Superintendent recommends approval.
- c. Budget Amendment Number Twenty – **SEE PAGE #14**
Fund Source: 410 (Food Service) Funds
Amount: \$.00
ACTION REQUESTED: The Superintendent recommends approval.
- d. Budget Amendment Number Twenty-One – **SEE PAGE #17**
Fund Source: 432 (Targeted ARRA Stimulus) Funds
Amount: \$-3,900.00
ACTION REQUESTED: The Superintendent recommends approval.
- e. Budget Amendment Number Twenty-Two – **SEE PAGE #23**
Fund Source: 431 (State Fiscal Stabilization) Funds
Amount: \$3,900.00
ACTION REQUESTED: The Superintendent recommends approval.
- f. Budget Amendment Number Twenty-Three – **SEE PAGE #28**
Fund Source: 420 (Federal) Funds
Amount: \$.00
ACTION REQUESTED: The Superintendent recommends approval.
- g. Budget Amendment Number Twenty-Four – **SEE PAGE #36**
Fund Source: 420 (Federal) Funds
Amount: \$32,447.00
ACTION REQUESTED: The Superintendent recommends approval.
- h. Budget Amendment Number Twenty-Five – **SEE PAGE #51**
Fund Source: 431 (State Fiscal Stabilization) Funds
Amount: \$14,195.00
ACTION REQUESTED: The Superintendent recommends approval.
- i. Budget Amendment Number Twenty-Six – **SEE PAGE #56**
Fund Source: 394 Class Size Reduction Funds
Amount: \$0.00
ACTION REQUESTED: The Superintendent recommends approval.

8. AGREEMENTS/PROJECT/GRANT APPLICATIONS

a. IRS Section 125 Compliance – **SEE PAGE #59**

Fund Source: All Funds with Payroll

Amount: \$-0 to School Board; \$4.00/month for employees who enroll in Flexible Spending Program beginning October 1, 2010 due to use of Flexible Spending Card

ACTION REQUESTED: The Superintendent recommends approval.

b. Head Start Cost-of-Living Adjustment Funds – **SEE PAGE #64**

Fund Source: Head Start (Federal)

Amount: \$14,640.00

ACTION REQUESTED: The Superintendent recommends approval.

9. STUDENT MATTERS – **SEE ATTACHMENT**

a. Student Expulsion – See back-up material

Case #71-0910-0071

ACTION REQUESTED: The Superintendent recommends approval.

b. Student Expulsion – See back-up material

Case #72-0910-9102

ACTION REQUESTED: The Superintendent recommends approval.

c. Student Expulsion – See back-up material

Case #73-0910-9102

ACTION REQUESTED: The Superintendent recommends approval.

d. Student Expulsion – See back-up material

Case #74-0910-0231

ACTION REQUESTED: The Superintendent recommends approval.

e. Student Expulsion – See back-up material

Case #77-0910-9106

ACTION REQUESTED: The Superintendent recommends approval.

f. Student Expulsion – See back-up material

Case #78-0910-0231

ACTION REQUESTED: The Superintendent recommends approval.

- g. Student Expulsion – See back-up material

Case #79-0910-0051

ACTION REQUESTED: The Superintendent recommends approval.

10. SCHOOL FACILITY/PROPERTY

- a. Kitchen Hood Replacement at St. John Elementary – Bid #0910-12
SEE PAGE #89

Fund Source: 378 Funds
Amount: \$52,713.39

ACTION REQUESTED: The Superintendent recommends approval.

- b. HVAC Full Service Agreement with Brooks Air Systems at East Gadsden High School – **SEE PAGE #102**

Fund Source: 110 Funds
Amount: \$44,160.00

ACTION REQUESTED: The Superintendent recommends approval.

ACTION REQUESTED: The Superintendent recommends approval.

ITEMS FOR DISCUSSION

11. CONSIDERATION, PROPOSAL, AND/OR ADOPTION OF ADMINISTRATIVE RULES AND RELATED MATTERS

- a. Approval of School Board Rules 2.96 (Preventing Fraud) and 2.97 (Procurement Card) – **SEE PAGE #111**

Fund Source: N/A
Amount: N/A

ACTION REQUESTED: The Superintendent recommends approval.

12. EDUCATIONAL ITEMS BY THE SUPERINTENDENT

13. SCHOOL BOARD REQUESTS AND CONCERNS

14. ADJOURNMENT

The School Board of Gadsden County



"Building A Brighter Future"

Reginald C. James
 SUPERINTENDENT
 OF SCHOOLS

35 MARTIN LUTHER KING, JR. BLVD.
 QUINCY, FLORIDA 32351
 TEL: (850) 627-9651
 FAX: (850) 627-2760
 www.gcps.k12.fl.us

April 27, 2010

The School Board of
 Gadsden County, Florida
 Quincy, Florida 32351

Dear School Board Members:

I am recommending that the attached list of personnel actions be approved, as indicated. I further recommend that all appointments to grant positions be contingent upon funding.

Item 6A. Instructional and Non-Instructional Personnel 2009/2010.

Item 6B. Instructional and Non-Instructional Personnel 2010/2011.

The following reflects the total number of full-time employees in this school district for the 2009/2010 school term, as of April 27, 2010.

<u>Description Per DOE Classification</u>	<u>DOE Object#</u>	<u>#Employees April, 2010</u>
Classroom teachers and Other Certified	120 & 130	497.50
Administrators	110	48.50
Non-Instructional	150, 160, & 170	426.00
		<u>972.00</u>

Sincerely,

Reginald C. James
 Superintendent of Schools

Eric F. Hinson
 DISTRICT NO. 1
 HAVANA, FL 32333
 MIDWAY, FL 32343

Judge B. Helms, Jr.
 DISTRICT NO. 2
 QUINCY, FL 32351
 HAVANA, FL 32333

Isaac Simmons, Jr.
 DISTRICT NO. 3
 CHATTAHOOCHEE, FL 32324
 GREENSBORO, FL 32330

Charlie D. Frost
 DISTRICT NO. 4
 GRETNA, FL 32332
 QUINCY, FL 32352

Roger P. Milton
 DISTRICT NO. 5
 QUINCY, FL 32351

BOARD MEETS FOURTH TUESDAY OF EACH MONTH
 EQUAL OPPORTUNITY EMPLOYER

AGENDA ITEM 6A, INSTRUCTIONAL AND NON INSTRUCTIONAL 2009/2010

REQUESTS FOR LEAVE, RESIGNATIONS, TRANSFERS, RETIREMENTS, TERMINATIONS OF EMPLOYMENT:

LEAVE

<u>Name</u>	<u>Beginning Date</u>	<u>Ending Date</u>
Bouie, Susan	03/12/2010	06/30/2010
Riley, Cynthia	04/07/2010	05/07/2010

Request to End Leave

<u>Name</u>	<u>Location/Position</u>	<u>Effective Date</u>
Davis, Rashaude*	Warehouse/Maint. Worker	05/03/2010

*Leave was Board approved February 2010

RESIGNATIONS

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Brown, Frances	GBES	Ed. Paraprofessional	06/10/2010
Leynes, Vivian	GRES/SJES	Lib/Media Specialist	06/10/2010

TRANSFERS

<u>Name</u>	<u>Location/Position Transferred From</u>	<u>Location/Position Transferred To</u>	<u>Effective Date</u>
Akins, Delores	GRES/Food Svc Worker	CPA/Food Svc Worker	03/23/2010
Jackson, Jerry	CPA/Food Svc Worker	GRET/Food Svc Worker	03/23/2010
Sherman, Ricky	Maint./AC Mechanic	Maint./Boiler Mechanic	04/01/2010

RETIREMENT

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
McQuitter, Mary	GBES	Teacher	06/10/2010

DROP RETIREMENT

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Allison, Alma	SSES	Lib./Media Spec	06/30/2010
Bryant, Edna	GEMS	Secretary	06/30/2010
Cobb, Sharon	WGHS	Counselor	06/30/2010
Norris, Verna	GWM	Principal	05/31/2010
Ponder, Ella	GBES	Principal	06/30/2010
Presnell, Gail	GRES	Teacher	06/30/2010
Proctor, Jenease	EGHS	Secretary	06/30/2010
Turner, Elizabeth	District	AOSA	06/30/2010
Wester, Dennis	Maint.	Electrician	06/30/2010

TERMINATIONS

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Johnson, Kayon	WGHS	Ed. Paraprofessional	04/07/2010
Pruitt, Gwenevere	Transportation	Bus Driver	04/27/2010

SUBSTITUTES

Akins, Deborah

AGENDA ITEM 6B, INSTRUCTIONAL AND NON-INSTRUCTIONAL 2010/2011

INSTRUCTIONAL PERSONNEL

CONTINUING CONTRACT

Blume, Susan	Holt, Shirley	Sapp, Angela
Bradwell, Tanya	House, Ira	Scott, Ronald
Bryant, Cynthia	James, Betty	Taylor, Patricia
Bush, Randolph	Jenkins, Robin	Thomas, Shirlean
Caldwell, Esther	Jones, Lena	Zanders, Sharon
Commodore, Shirley	Jones, Linda	
Drayton, Cynthia	Linch, Annie	
Ealy, Carson	McEwen, Rhonda	
Farmer, Julanda	McGriff-Gibson , Mathella	
Grant, Myra	McMillian, Rhonda	
Harris, Patricia	Paul, Sharon	
Henderson, Warkeen	Preston, Johnny	
Hobbs, Antonio	Robinson, Rebecca	

PROFESSIONAL SERVICES

Achhamer, Kristine	Cunningham, Rhonda	Jackson, Barbara	Piawah, Helen
Aggelis, Steven	Dantzler, Melissa	Jackson, Catherine	Pinson, Margaret
Akins, Zola	Davis, Deborah	Jackson, Joseph	Powell-Jones, Gracie
Allen, Mark	Davis, Pearl	Jackson, Kareen	Presha, Renee
Allen, Sandra	Davis, Torrey	Johnson, Kendal	Price, Carrie
Anderson, Kimberly	Dawson, Lydia	Johnson, Maria	Pyburn, Jennifer
Anderson, Scott	Denington, William	Johnson, Rekeysha	Randolph, Fredrick
Atkins, Sineaktra	Dennis, Hilary	Johnson, Vicki	Rentz, Ronald
Austin, Joyce	Dilworth-Porter, Latasha	Jones, Pamela	Reynolds, Cynthia
Austin, Travetria	Evans, Lee	Jones, Tanya	Richardson, Chandra
Baker, Annette	Farmer, Erica	Jones, William	Richardson, Herbert
Barrett, Barbara	Farmer, Thomas	Joseph, Sandra	Riggins, Sandra
Bascom, Chinita	Francis, Carolyn	Kelly, Barbara	Rivera, Josie
Bates-Jackson, Erica	Gainous, Sharon	Kenon-Franklin, Bridget	Roberts, Dorothy
Belford, Miesha	Garcia, Heather	Kent Toussaint, Cynthia	Robinson, Calvin
Bell-Key, Twanda	Gay, Gerald	Kindell, Andrea	Robinson, Patricia
Black, Doris	Gearity, Linda	Kirkland, Nahketah	Robinson, Portia
Boykin, Kathryn	Gibson, Don	Kirkland, Sarah	Rollins, Angela
Bridges-Bright, Gail	Glover, Vannessa	Knight, Anthony	Rollinson, Latonya
Brockman, Dena	Graf, Jeannie	Leporati, David	Rosier, Carolyn
Brown, Germaine	Graham, Claretta	Lightfoot, Tomeka	Rouse, Daphnee
Bryant, Alice	Graham, Sarah	Logue, Joan	Sailor, Sherrhonda
Bryant, Antionette	Grantham, Jennifer	Lowman, Donna	Sawyerr, Barbara
Bryant, Pamela	Graul, James	McCaskill, Shelia	Scott, Tawanda
Butler, Bridget	Grice-Walker, Armita	McClurkin, Willie	Shaffer, Deborah
Chandler, Cedric	Gunn, Jeanne	McCoy, Lela	Sherman, Tammy
Chandler, Roberta	Hagins, Cynthia	McNelson, Georgette	Simmons, Peggy
Chapman-Thomas, Tylisa	Hairston, Tunisia	McPhaul, David	Simmons-Russ, Catina
Cherry, Avondika	Harris, Laura	Merriex, Simon	Simpkins, Alonzetta
Clark, Debra	Harris, Nekeshia	Miles, Claudia	Smith, Carolyn
Clark, Linda	Harris, Robert	Mills, Cyril	Smith, Mis'shaylanqa
Clark, Michael	Harris, Ronte	Monroe, Janice	Smith, Peggy
Clarke, Jonnie	Hester, Lillianne	Newman, Jennifer	Spivey, Suzanne
Clary, Curlie	Holmes, Cathy	Oaks, Elizabeth	Stephens, Vann
Clemons, Mildred	Hopkins, Bobby	Pace, Cornelius	Stubbs, Virginia
Clum, Anthony	Hopkins, Kysha	Pardee, Brenda	Sturtz, Nancy
Coburn, Katie	Hudgins, Rosa	Payton, Kecia	Suber, Alfred
Combs, Eugenia	Hume, Jeannette	Peacock, Agnes	Sylvester, Maxine
Correa, Maria	Hutley-Figgers, Latisha	Persak, Nancy	Taylor, Audrey
Critelli, Steven	Ivory, Dwayne	Peterson, Cheryl	Taylor, Jeanne

Valencic, Ralph
 Vanstone, Nancy
 Vealey, Albert
 Vickers, Suzanne
 Wade, Eileen
 Walker, Annette
 Walker, Faybrena
 Ward, Kristy
 Washington, Angela
 Weeks, Dawn
 Wells, Carla
 White, Diane
 Williams, Joseph
 Williams, Lelia
 Williams, Parish
 Williams, Sarah
 Williams, Shannon
 Williams, Shirley
 Willis, Debbie
 Wilson-Montgomery, Laitima
 Wright, Jo Lynda
 Youman, Annette

NON-INSTRUCTIONAL PERMANENT
Educational Paraprofessionals

Akins, Tisher
 Albritton, Renell
 Allbritton, Leslie
 Anderson, Robert
 Basford, Marilyn
 Battle, Joanne
 Battles, Tamika
 Beavers, Martha
 Blocker, Wanda
 Bradwell-Conyers, Maggie
 Brinson, William
 Bush, Anne
 Childress, Melinda
 Clark, Clarine
 Clove, Hazel
 Conyers, Andrika
 Davis, Sharon
 Faison, Evelyn
 Fields, Delores
 Fields, Dorothy
 Fields, Sandra
 Ford, Sarah
 Forehand, Janice

Formman, Keyshonara
 Gordon, Elouise
 Green, Floria
 Harris, Betty
 Harrison, Noah
 Herring, Cynthia
 Hutley, Terry
 Jackson, Clarence
 Jackson, Patricia
 Jackson, Tameshia
 Jones, Hasan
 Kennedy, Levetrice
 Kenon, Cynthia
 Kincy, Carol
 Lewis-Safford, Debra
 Maxwell, Janice
 McGriff, Jennifer
 McNealy, Ruby
 McSwain, Gloria
 Miller, Rosa
 Munroe, Sonja
 Pace, Josephine
 Patel, Dina
 Peterson, Brenda

Poythress, Carolyn
 Pringley, Giselda
 Riggins, Larissa
 Roberts, Jerry
 Robinson, Laquitta
 Rush, Geraldine
 Russ, Lesa
 Sailor, Barbara
 Sanders, Valorie
 Scott, Maxine
 Shaw-Hall, Laticia
 Smith, Barbara
 Stevens, Cynthia
 Thompson, Felecia
 Tucker, Peggy
 Walker, Troy
 Williams, Elizabeth
 Williams, Gloria
 Williams, Retha
 Williams, Thahaya
 Wilson, Doris
 Wright, Shandra
 Wynn, Vira
 Youmans, Vonderkae
 Young, Maria

School Level Secretaries, Assistant Secretaries, Clerical Assistants and Office Mangers

Bibb-Mitchell, Dahlia
Garcia, Mayra
Herring, Regina
Kelly, Deborah
Spates, Carla
Stauffer, Tommee

Custodians and Custodial Assistants

Alexander, Estelle	Lee, Willie
Anderson, Alice	Leverson, Shirlie
Bethea, Robert	Lynn, Faye
Betsey, Antwan	McCall, Barbara
Bouie, Susan	McCall, Isaac
Britt, Tony	McCloud, Estella
Brown, Willie	Miller, Raymond
Bryant, Terry	Mitchell, Alice
Dawkins, Bridget	Monroe, Lisa
Denson, Lillie	Moore, Joann
Favors, John	Oliver, Clifford
Fitzgerald, Dorlean	Pete, John
Glover, Mattie	Robinson, Lamar
Gordon, Stenet	Reed, Albert
Hatten, Ellanor	Reed, Willie
Hatten, Henry	Seymore, David
Herring, Leroy	Smith, Ronnie
Hobbs, Carolyn	Smith, Rosetta
Jackson, Hezekiah	Spencer, Remel
Johnson, William	Turner, Michael
Jones, Marion	Walker, Cedric
Jones, Marshall	White, Danny
Kenon, Geraldine	Williams, Sharon
Kirkland, Juan	Wimbush, Rondal
Knight, Latheria	Winbush, Latoya
Lee, Katherine	Woods, Terell

School Food Service Workers

Akins, Delores	Hurchins, Felix	Smith, Altamease
Brinkley, Patricia	Isaac, Mack	Smith, Machele
Brown, Betty	Jackson, Jerry	Spears, Mary
Butler, Annie	Jackson, Renesha	Starling, Betty
Byrd, Grandulene	Jones, Martha	Thigpen, Dexter
Carroll, April	Jones, Morhonda	Victor, Inez
Chandler, Annie	Jones, Renita	Walker, Andrew
Cogman, Hattie	Jordan, Melissa	Williams, Pamela
Coster, Earnestine	McMillon, Gwendolyn	
Denson, Ruby	Mitchell, Jennifer	
Deshazier, Toby	Pugh, Chrishaunda	
Fleming, Linda	Reglin, Earnestine	
Garrett, Dianna	Roberts, Carolyn	
Golden, Helen	Robinson, Demaro	
Green, Lillian	Russ, Donella	
Hartsfield, Diane	Shaw, Marvin	

Maintenance

Cox, David
 Grubb, Terry
 Knight, Willie
 McIntyre, Harold

Pride, Michael
 Smith, William
 Tyus, James
 Yon, Dennis

Harris, Terry

Transportation**Bus Drivers**

Austin, Tony
 Black, Edwin
 Blake, Randolph
 Bostick, Amos
 Brewington, Earnestine
 Brown, Elizabeth
 Brown, Linzell
 Butler, Linda
 Cannon, Steven
 Carr, Emma
 Cole, Jermaine
 Coster, Linda
 Cummings, Bernice
 Davis, Tyrone
 Ealey, Geraldine

Gammon, Odis
 Gavin-Brown, Dorothy
 Goldwire, Cynthia
 Goldwire, Lalisa
 Gordon, Billy
 Graham, Lillie
 Hadley, Jennifer
 Herring, Julia
 Houck, Lynda
 Huggins, Terryal
 Jackson, Eva
 Jones, Regina
 Keaton, Anne
 Kelly, Timothy
 Kenon, David

Knight, Homer
 Lanier, Milton
 Lanier, Tron
 Lewis, Shelia
 Mabry, Velyetta
 Maynor, Charlie
 McCray, Wanzella
 McNealy, Earnest
 McNealy, Nathaniel
 Melton, Jean
 Milton, Dorothy
 Moore, Johnny
 Moore, Sharon
 Paul, Charleston
 Ross, Martha

Shaw, Jacqueline
 Shaw, Stephanie
 Stephens, Albert
 Walker, Amy
 Woods, Lucy

Bus Attendants

Davis-Sweet, Eva
 Edwards, Vernita
 Edwards, Vanester
 Gilbert, Carolyn
 Harris, Darlene

Jackson, Rosemary
 Jackson, Sharon
 Jean-Baptiste, Aridean
 Lee, Adaryll
 Lee, Betty

Lewis, Barbara
 Lightfoot, Lessie
 Miller, Mary
 Robinson, Kenneth
 Scott, Hope

Smart, Eric
 Walker, Dorothy
 Wilson, Renesia
 Herring, Ira

Transportation/Other

Gleaton, Sandra
 Jordan, Horace
 Lewis, Rogers

Moore, H. Gerard
 Rodriguez, Carlos
 Rollinson, Barbara

Shepherd, James
 Taylor, Jimmy
 Wimmer, Robert

Pre-K

Alvarez, Sara
 Bouie, Veronica
 Bridges, Joan
 Fields, Barbara
 Gammon, Julie

ESE

Bronson, Margaret
 Francis, Lealer

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 7b

DATE OF SCHOOL BOARD MEETING: April 27, 2010

TITLE OF AGENDA ITEMS: Budget Amendment Number Nineteen

DIVISION: Finance Department

PURPOSE AND SUMMARY OF ITEMS:

This budget amendment appropriates \$ 485,495.00 of the undesignated fund balance in the 1.5 Mil 2009-2010 (378 Fund).

FUND SOURCE: 378 (1.5 Mil) Capital Outlay Funds

AMOUNT: \$.00

PREPARED BY: Bonnie Wood

POSITION: Assistant Superintendent for Business Services

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

_____ Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered _____

CHAIRMAN'S SIGNATURE: page(s) numbered _____

Be sure that the Comptroller has signed the budget page.

**Gadsden County School Board
 Appropriations for 300 Capital Funds
 Budget Amendment Number Nineteen**

378 1.5 MILL 09-10 CAPITAL IMPROVEMENTS		BEGINNING BUDGET 3/26/2010	BUDGET AMENDMENT NUMBER NINETEEN	BUDGET BALANCE 3/31/2010
7400	681	\$ 234,922.74	\$ -	\$ 234,922.74
	691	\$ 100,000.00	\$ -	\$ 100,000.00
FUNCTOTAL		\$ 334,922.74	\$ -	\$ 334,922.74

Budgeted 485,495.00 of the undesignated fund balance in the 378 fund

Gadsden County School Board
 Estimated Revenue
 300 Capital Outlay Funds

FUND 378

REVENUE OBJECT	ESTIMATED REVENUE 3/26/2010	BUDGET AMENDMENT NUMBER NINETEEN	ENDING ESTIMATED REVENUE 3/31/2010
413	\$ 2,204,332.00	-	\$ 2,204,332.00
	TOTAL	-	

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 7c

DATE OF SCHOOL BOARD MEETING: April 27, 2010

TITLE OF AGENDA ITEMS: Budget Amendment Number Twenty

DIVISION: Finance Department

PURPOSE AND SUMMARY OF ITEMS:

To adjust budgeted appropriations by object to meet actual expenditures for each center.

FUND SOURCE: 410 (Food Service) Funds

AMOUNT: \$.00

PREPARED BY: Bonnie Wood

POSITION: Assistant Superintendent for Business Services

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

_____ Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered _____

CHAIRMAN'S SIGNATURE: page(s) numbered _____

Be sure that the Comptroller has signed the budget page.

**Gadsden County School Board
410 (Food Service) Fund Estimated Revenue
Budget Amendment Number Twenty**

FUND 410				
REVENUE OBJECT		ESTIMATED REVENUE 3/26/2010	BUDGET AMENDMENT NUMBER TWENTY	ENDING ESTIMATED REVENUE 3/31/2010
261	\$	1,900,000.00	\$ -	\$ 1,900,000.00
262	\$	662,400.00	\$ -	\$ 662,400.00
263	\$	70,000.00	\$ -	\$ 70,000.00
265	\$	200,000.00	\$ -	\$ 200,000.00
267	\$	100,000.00	\$ -	\$ 100,000.00
280	\$	-	\$ -	\$ -
337	\$	40,000.00	\$ -	\$ 40,000.00
338	\$	38,000.00	\$ -	\$ 38,000.00
450	\$	250,000.00	\$ -	\$ 250,000.00
451	\$	-	\$ -	\$ -
490	\$	-	\$ -	\$ -
TOTALS	\$	3,260,400.00	\$ -	\$ 3,260,400.00

**Gadsden County School Board
410 (Food Service) Fund Appropriations
Budget Amendment Number Twenty**

410 FUND				
FUNCTION/ OBJECT		BUDGET BALANCE 1/19/2010	BUDGET AMENDMENT NUMBER TWENTY	BUDGET BALANCE 1/19/2010
7600	100	\$ 1,196,871.17	\$ 3,680.00	\$ 1,200,551.17
	200	\$ 473,510.00	\$ -	\$ 473,510.00
	300	\$ 46,400.00	\$ (170.00)	\$ 46,230.00
	400	\$ 20,250.00	\$ 1,404.00	\$ 21,654.00
	500	\$ 1,588,868.83	\$ (3,914.00)	\$ 1,584,954.83
	600	\$ 5,500.00	\$ (1,000.00)	\$ 4,500.00
	700	\$ 4,000.00	\$ -	\$ 4,000.00
FUNCTOTAL		\$ 3,335,400.00	\$ -	\$ 3,335,400.00
GRANDTOTAL		\$ 3,335,400.00	\$ -	\$ 3,335,400.00

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 7d

DATE OF SCHOOL BOARD MEETING: April 27, 2010

TITLE OF AGENDA ITEMS: Budget Amendment Number Twenty-One

DIVISION: Finance Department

PURPOSE AND SUMMARY OF ITEMS:

This budget amendment backs Learning for Life (State Fiscal Stabilization) dollars out of the 432 fund. These funds will be re-entered on Budget Amendment #22 in the 431 fund.

FUND SOURCE: 432 (Targeted ARRA Stimulus Funds)

AMOUNT: \$ -3900.00

PREPARED BY: Bonnie Wood

POSITION: Assistant Superintendent for Business Services

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

 Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered _____

CHAIRMAN'S SIGNATURE: page(s) numbered _____

Be sure that the Comptroller has signed the budget page.

**Gadsden County School Board
432 (Targeted ARRA Stimulus) Fund Appropriations
Budget Amendment Number
Twenty-One**

432 FUND						
FUNCTION/ OBJECT		BEGINNING BUDGET 4/13/2010	BUDGET AMENDMENT NUMBER TWENTY-ONE	BUDGET BALANCE 4/13/2010		
5100	100	\$ 765,357.22	\$ -	\$ 765,357.22		
K-12 Instructional	200	\$ 178,631.97	\$ -	\$ 178,631.97		
	300	\$ 488,946.60	\$ -	\$ 488,946.60		
	500	\$ 101,274.33	\$ -	\$ 101,274.33		
	600	\$ 21,565.00	\$ -	\$ 21,565.00		
	700	\$ 40,000.00	\$ -	\$ 40,000.00		
FUNCTOTAL		\$ 1,595,775.12	\$ -	\$ 1,595,775.12		
5200	100	\$ 146,027.51	\$ -	\$ 146,027.51		
Exceptional	200	\$ 33,666.12	\$ -	\$ 33,666.12		
Instruction	300	\$ -	\$ -	\$ -		
	500	\$ 360,457.56	\$ -	\$ 360,457.56		
	600	\$ 107,768.00	\$ -	\$ 107,768.00		
	700	\$ -	\$ -	\$ -		
FUNCTOTAL		\$ 647,919.19	\$ -	\$ 647,919.19		
5500	100	\$ 27,890.50	\$ -	\$ 27,890.50		
Pre-K	200	\$ 9,500.50	\$ -	\$ 9,500.50		
	300	\$ 7,000.00	\$ -	\$ 7,000.00		
	500	\$ -	\$ -	\$ -		
FUNCTOTAL		\$ 44,391.00	\$ -	\$ 44,391.00		
6100	100	\$ 408,947.00	\$ -	\$ 408,947.00		
Pupil	200	\$ 175,263.70	\$ -	\$ 175,263.70		
Personnel	300	\$ 27,879.43	\$ -	\$ 27,879.43		
Services	500	\$ 29,260.25	\$ -	\$ 29,260.25		
	600	\$ -	\$ -	\$ -		
	700	\$ 2,360.25	\$ -	\$ 2,360.25		
FUNCTOTAL		\$ 643,710.63	\$ -	\$ 643,710.63		
6200	100	\$ -	\$ -	\$ -		
Instructional	200	\$ -	\$ -	\$ -		
Media	300	\$ -	\$ -	\$ -		
Service	500	\$ -	\$ -	\$ -		
	600	\$ 72,500.00	\$ -	\$ 72,500.00		
	700	\$ -	\$ -	\$ -		
6200 FUNCTOTAL		\$ 72,500.00	\$ -	\$ 72,500.00		

Gadsden County School Board
432 (Targeted ARRA Stimulus) Fund Appropriations
Budget Amendment Number
Twenty-One

6300	100	\$	-	\$	-	\$	-
Instructional	200	\$	-	\$	-	\$	-
Curriculum Dev.	300	\$	23,300.00	\$	-	\$	23,300.00
	500	\$	476.40	\$	-	\$	476.40
	600	\$	13,500.00	\$	-	\$	13,500.00
	700	\$	-	\$	-	\$	-
FUNCTOTAL		\$	37,276.40	\$	-	\$	37,276.40
6400	100	\$	426,349.14	\$	(831.71)	\$	425,517.43
Instructional	200	\$	89,441.55	\$	-	\$	89,441.55
Staff Training	300	\$	49,916.64	\$	(1,160.00)	\$	48,756.64
	500	\$	3,408.29	\$	(408.29)	\$	3,000.00
	600	\$	-	\$	-	\$	-
	700	\$	3,600.00	\$	(1,500.00)	\$	2,100.00
FUNCTOTAL		\$	572,715.62	\$	(3,900.00)	\$	568,815.62
7200	100	\$	-	\$	-	\$	-
General Admin.	200	\$	-	\$	-	\$	-
	300	\$	22,000.00	\$	-	\$	22,000.00
	500	\$	-	\$	-	\$	-
	600	\$	-	\$	-	\$	-
	700	\$	108,331.58	\$	-	\$	108,331.58
FUNCTOTAL		\$	130,331.58	\$	-	\$	130,331.58
7700	100	\$	36,000.00	\$	-	\$	36,000.00
Central Services	200	\$	9,669.00	\$	-	\$	9,669.00
	300	\$	-	\$	-	\$	-
FUNCTOTAL		\$	45,669.00	\$	-	\$	45,669.00
7800	100	\$	2,016.00	\$	-	\$	2,016.00
Transportation	200	\$	200.00	\$	-	\$	200.00
	300	\$	-	\$	-	\$	-
	400	\$	4,200.00	\$	-	\$	4,200.00
	500	\$	-	\$	-	\$	-
	600	\$	200,000.00	\$	-	\$	200,000.00
	700	\$	30,000.00	\$	-	\$	30,000.00
FUNCTOTAL		\$	236,416.00	\$	-	\$	236,416.00
GRANDTOTAL		\$	4,026,704.54	\$	(3,900.00)	\$	4,022,804.54

**Gadsden County School Board
 432 (Targeted ARRA Stimulus) Fund Estimated Revenue
 Budget Amendment Number
 Twenty-One**

432 REVENUE OBJECT	ESTIMATED REVENUE 4/13/10	BUDGET AMENDMENT NUMBER TWENTY-ONE	ENDING ESTIMATED 4/13/2010
230	\$ 1,362,215.56	\$ -	\$ 1,362,215.56
240	\$ 2,527,296.00	\$ -	\$ 2,527,296.00
290	\$ 3,900.00	\$ (3,900.00)	\$ -
299	\$ 133,292.98	\$ -	\$ 133,292.98
GRAND TOTAL	\$ 4,026,704.54	\$ (3,900.00)	\$ 4,022,804.54

**will move to 431 fund with Budget Amendment #22

Project Award Notification

Proj. 4359225

1 PROJECT RECIPIENT Gadsden County School District	2 PROJECT NUMBER 200-5920S-0CZC0
3 PROJECT/PROGRAM TITLE Learning for Life; USDE #S397A90010 <p align="center">TAPS 10ASCO</p>	4 AUTHORITY 84.397 LI 95 ARRA State Fiscal Stabilization Fund GOV
5 AMENDMENT INFORMATION Amendment Number: Type of Amendment: Effective Date:	6 PROJECT PERIODS Budget Period: 07/01/2009 - 06/30/2010 Program Period: 07/01/2009 - 06/30/2010
7 AUTHORIZED FUNDING Current Approved Budget: \$ 3,900.00 Amendment Amount: Estimated Roll Forward: Certified Roll Amount: Total Project Amount: \$ 3,900.00	8 REIMBURSEMENT OPTION Federal Cash Advance

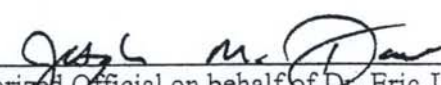
9 TIMELINES <ul style="list-style-type: none"> • Last date for incurring expenditures and issuing purchase orders: <u>06/30/2010</u> • Date that all obligations are to be liquidated and final disbursement reports submitted: <u>08/20/2010</u> • Last date for receipt of proposed budget and program amendments: <u>06/30/2010</u> • Refund date of unexpended funds; mail to DOE Comptroller, 325 W. Gaines Street, 944 Turlington Building, Tallahassee, Florida 32399-0400: • Date(s) for program reports:
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10 DOE CONTACTS Program: Tiffany Herrin Phone: (850) 245 - 0839 Email: Tiffany.Herrin@fldoe.org Grants Management: Unit A (850) 245-0496	11 DOE FISCAL DATA DBS: 40 90 60 EO: 13 Object: 720036
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12 TERMS AND SPECIAL CONDITIONS

- This project and any amendments are subject to the procedures outlined in the Project Application and Amendment Procedures for Federal and State Programs (Green Book) and the General Assurances for Participation in Federal and State Programs. In addition, the sub-recipient must comply with all expenditure, transparency, accountability, and reporting requirements specified in the American Recovery and Reinvestment Act of 2009 (ARRA), ARRA regulations, and the ARRA specific assurances agreed to in the application for ARRA funds.
- For federal cash advance projects, monthly expenditures must be submitted to the Comptroller's Office by the 20th of each month for the preceding month's disbursements utilizing the On-Line Disbursement Reporting System.
- 2 CFR 176.210(b) and (d), provides that recipients are to require their sub-recipients to specifically identify Recovery Act funding on their Schedule of Expenditures of Federal Awards (SEFA) by identifying expenditures for Federal awards made under the Recovery Act separately on the SEFA and as separate rows on the Data Collection Form (SF-SAC) required by OMB Circular A-133. Further, in identifying Recovery Act expenditures, the prefix "ARRA" must be used in the name of the Federal program. The information allows the recipient to properly monitor sub-recipient expenditure of ARRA funds as well as oversight by the Federal awarding agencies, Offices of Inspector General and the Government Accountability Office.


13 APPROVED:



 Authorized Official on behalf of Dr. Eric J. Smith
 Commissioner of Education

11/23/09

 Date of Signing



FLORIDA DEPARTMENT OF EDUCATION
 BUDGET NARRATIVE FORM - State Fiscal Stabilization Funds - Education Stabilization Funds (K-12)

A) Learning For Life Gadsden County Schools
 Name of Eligible Applicant

C) TAPS NUMBER
 10A330
 10ASCO

B) 200-59205-0CZCO
 Project Number: (DOE USE ONLY)

D) SPECIAL REVENUE FUND CODE
 431

Proposed Budget														
(1) ARRA			(2) School or District Based Expenditure	(3) Program Set-Aside Code	(4) Activity	(5) Function	(6) Object	(7) Account Title and Description	(8) FTE Position(s)					(9) Amount
Assurance	Principle	Strategy							Job Code	Saved	Created	Continued	Total	
C	A	21	D		Salary	6400	100	LFL Executive salary (1 part-time)		0.5				\$ 831.71
N/A	A	21	D		Travel Expenses		330	Reimbursement for travel to schools, i.e. 90 miles per month x 11 months @\$445/mile						\$ 440.00
C	A	21	D		LFL licensing fees		730	Fees to support the development of new curriculum and testing materials which enables the program to provide the latest age appropriate and grade specific materials and assures that teachers' guides, student workbook and extended family curricula are relevant to current student needs.						\$ 1,500.00
N/A	N/A	21	D		Group Liability Insurance		320	Student participants are covered under a group accidental insurance policy when participating in off campus Added Value events						\$ 500.00
N/A	N/A	21	D		Conference and Staff Training		330	Teacher orientations and trainings, Professional staff development trainings and conferences for Learning for Life Executive, Learning for Life consulting visits						\$ 50.00
C.1	C	21	S		Outcomes Evaluation		310	Data collection, compilation of pre and post assessment survey results for schools						\$ 170.00
D	D	21	S		Teacher supplies, student materials		500	Teacher guides, student workbooks, extended family brochures, student honor charts and attendant materials						\$ 408.29 <i>my.</i>
									(E) TOTAL					\$ 3,290.00

DOE 101-R
 Created 3/09

831.71 +
 440.00 +
 1,500.00 +
 500.00 +
 50.00 +
 170.00 +
 408.29 +
 3,290.00 +

Dr. Eric J Smith, Commissioner



SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 7e

DATE OF SCHOOL BOARD MEETING: April 27, 2010

TITLE OF AGENDA ITEMS: Budget Amendment Number Twenty-Two

DIVISION: Finance Department

PURPOSE AND SUMMARY OF ITEMS:

This budget amendment enters Learning for Life (State Fiscal Stabilization) dollars in the 431 fund. These funds were backed out of the 432 fund by Amendment #21.

FUND SOURCE: 431 (State Fiscal Stabilization) Funds

AMOUNT: \$ 3900.00

PREPARED BY: Bonnie Wood

POSITION: Assistant Superintendent for Business Services

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

_____ Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered _____

CHAIRMAN'S SIGNATURE: page(s) numbered _____

Be sure that the Comptroller has signed the budget page.

Gadsden County School Board
431 (State Fiscal Stabilization) Fund Appropriations
Budget Amendment Number
Twenty-Two

431 FUND					
FUNCTION/ OBJECT		BEGINNING BUDGET 4/13/2010	BUDGET AMENDMENT NUMBER TWENTY-TWO	BUDGET BALANCE 4/13/2010	
5100	100	\$ 1,518,827.57	\$ -	\$ 1,518,827.57	
K-12 Instructional	200	\$ 386,139.81	\$ -	\$ 386,139.81	
	300	\$ -	\$ -	\$ -	
FUNCTOTAL		\$ 1,904,967.38	\$ -	\$ 1,904,967.38	
5300	100	\$ 36,447.00	\$ -	\$ 36,447.00	
Vocational	200	\$ 6,863.62	\$ -	\$ 6,863.62	
Technical	300	\$ -	\$ -	\$ -	
FUNCTOTAL		\$ 43,310.62	\$ -	\$ 43,310.62	
6400	100	\$ -	\$ 831.71	\$ 831.71	
Instructional	300	\$ -	\$ 1,160.00	\$ 1,160.00	
Staff Training	500	\$ -	\$ 408.29	\$ 408.29	
	700	\$ -	\$ 1,500.00	\$ 1,500.00	
FUNCTOTAL		\$ -	\$ 3,900.00	\$ 3,900.00	
GRANDTOTAL		\$ 1,948,278.00	\$ 3,900.00	\$ 1,952,178.00	

**Gadsden County School Board
 432 (Targeted ARRA Stimulus) Fund Estimated Revenue
 Budget Amendment Number
 Twenty-Two**


431		ESTIMATED		BUDGET AMENDMENT		ENDING ESTIMATED
REVENUE OBJECT		REVENUE 4/13/10		NUMBER TWENTY-TWO		4/13/2010
210	\$	1,903,463.01	\$	-	\$	1,903,463.01
211	\$	44,814.99	\$	-	\$	44,814.99
299	\$	-	\$	3,900.00	\$	3,900.00
GRAND TOTAL	\$	1,948,278.00	\$	3,900.00	\$	1,952,178.00

** moved from 432 fund in Budget Amendment #21

Florida Department of Education

Project Award Notification

Proj. 4359225

<p>1 PROJECT RECIPIENT Gadsden County School District</p>	<p>2 PROJECT NUMBER 200-5920S-0CZC0</p>
<p>3 PROJECT/PROGRAM TITLE Learning for Life; USDE #S397A90010 <p align="center">TAPS 10ASC0</p></p>	<p>4 AUTHORITY 84.397 LI 95 ARRA State Fiscal Stabilization Fund GOV</p>
<p>5 AMENDMENT INFORMATION Amendment Number: Type of Amendment: Effective Date:</p>	<p>6 PROJECT PERIODS Budget Period: 07/01/2009 - 06/30/2010 Program Period: 07/01/2009 - 06/30/2010</p>
<p>7 AUTHORIZED FUNDING Current Approved Budget: \$ 3,900.00 Amendment Amount: Estimated Roll Forward: Certified Roll Amount: Total Project Amount: \$ 3,900.00</p>	<p>8 REIMBURSEMENT OPTION Federal Cash Advance</p>
<p>9 TIMELINES</p> <ul style="list-style-type: none"> • Last date for incurring expenditures and issuing purchase orders: <u>06/30/2010</u> • Date that all obligations are to be liquidated and final disbursement reports submitted: <u>08/20/2010</u> • Last date for receipt of proposed budget and program amendments: <u>06/30/2010</u> • Refund date of unexpended funds; mail to DOE Comptroller, 325 W. Gaines Street, 944 Turlington Building, Tallahassee, Florida 32399-0400: • Date(s) for program reports: 	
<p>10 DOE CONTACTS Program: Tiffany Herrin Phone: (850) 245 - 0839 Email: Tiffany.Herrin@fldoe.org Grants Management: Unit A (850) 245-0496</p>	<p align="center">Comptroller's Office (850) 245-0401</p>
<p>11 DOE FISCAL DATA</p> <p>DBS: 40 90 60 EO: 13 Object: 720036</p>	
<p>12 TERMS AND SPECIAL CONDITIONS</p> <ul style="list-style-type: none"> • This project and any amendments are subject to the procedures outlined in the <u>Project Application and Amendment Procedures for Federal and State Programs</u> (Green Book) and the General Assurances for Participation in Federal and State Programs. In addition, the sub-recipient must comply with all expenditure, transparency, accountability, and reporting requirements specified in the American Recovery and Reinvestment Act of 2009 (ARRA), ARRA regulations, and the ARRA specific assurances agreed to in the application for ARRA funds. • For federal cash advance projects, monthly expenditures must be submitted to the Comptroller's Office by the 20th of each month for the preceding month's disbursements utilizing the On-Line Disbursement Reporting System. • 2 CFR 176.210(b) and (d), provides that recipients are to require their sub-recipients to specifically identify Recovery Act funding on their Schedule of Expenditures of Federal Awards (SEFA) by identifying expenditures for Federal awards made under the Recovery Act separately on the SEFA and as separate rows on the Data Collection Form (SF-SAC) required by OMB Circular A-133. Further, in identifying Recovery Act expenditures, the prefix "ARRA" must be used in the name of the Federal program. The information allows the recipient to properly monitor sub-recipient expenditure of ARRA funds as well as oversight by the Federal awarding agencies, Offices of Inspector General and the Government Accountability Office. 	
<p>13 APPROVED:</p> <div style="display: flex; justify-content: space-between; align-items: flex-end; margin-top: 20px;"> <div style="width: 45%;"> <p align="center"><i>Eric J. Smith</i> _____ Authorized Official on behalf of Dr. Eric J. Smith Commissioner of Education</p> </div> <div style="width: 45%; text-align: center;"> <p><i>11/23/09</i> _____ Date of Signing</p> </div> </div> <div align="right" style="margin-top: 20px;">  </div>	

DOE-200
Revised 02/05

FLORIDA DEPARTMENT OF EDUCATION
BUDGET NARRATIVE FORM - State Fiscal Stabilization Funds - Education Stabilization Funds (K-12)

A) Learning For Life Gadsden County Schools
 Name of Eligible Applicant

C) TAPS NUMBER
 10A330
 10ASCO

B) 200-59205-0CZCO
 Project Number: (DOE USE ONLY)

D) SPECIAL REVENUE FUND CODE
 431

Proposed Budget														
(1) ARRA			(2) School or District Based Expenditure	(3) Program Set-Aside Code	(4) Activity	(5) Function	(6) Object	(7) Account Title and Description	(8) FTE Position(s)					(9) Amount
Assurance	Principle	Strategy							Job Code	Saved	Created	Continued	Total	
C	A	21	D		Salary	6400	100	LFL Executive salary (1 part-time)		0.5				\$ 831.71
N/A	A	21	D		Travel Expenses		330	Reimbursement for travel to schools, i.e. 90 miles per month x 11 months @\$.445/mile						\$ 440.00
								Fees to support the development of new curriculum and testing materials which enables the program to provide the latest age appropriate and grade specific materials and assures that teachers' guides, student workbook and extended family curricula are relevant to current student needs.						
C	A	21	D		LFL licensing fees		730							\$ 1,500.00
N/A	N/A	21	D		Group Liability Insurance		320	Student participants are covered under a group accidental insurance policy when participating in off campus Added Value events						\$ 500.00
N/A	N/A	21	D		Conference and Staff Training		330	Teacher orientations and trainings, Professional staff development trainings and conferences for Learning for Life Executive, Learning for Life consulting visits						\$ 50.00
C.1	C	21	S		Outcomes Evaluation		310	Data collection, compilation of pre and post assessment survey results for schools						\$ 170.00
D	D	21	S		Teacher supplies, student materials		500	Teacher guides, student workbooks, extended family brochures, student honor charts and attendant materials						\$ 408.29 <i>my</i>
									(E) TOTAL					\$ 3,290.00

831.71 +
 440.00 +
 1,500.00 +
 500.00 +
 50.00 +
 170.00 +
 408.29 +
 3,290.00

DOE 101-R
 Created 3/09

Dr. Eric J Smith, Commissioner



SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 7f

DATE OF SCHOOL BOARD MEETING: April 27, 2010

TITLE OF AGENDA ITEMS: Budget Amendment Number Twenty-Three

DIVISION: Finance Department

PURPOSE AND SUMMARY OF ITEMS:

To correct the set up of approved roll-forward for Character Education 07-08 originally entered on Budget Amendment #2 (per audit adjustment)

FUND SOURCE: 420 (Federal) Funds

AMOUNT: \$ 0.00

PREPARED BY: Bonnie Wood

POSITION: Assistant Superintendent for Business Services

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

_____ Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered _____

CHAIRMAN'S SIGNATURE: page(s) numbered _____

Be sure that the Comptroller has signed the budget page.

**Gadsden County School Board
420 (Federal) Fund Estimated Revenue
Budget Amendment Number Twenty-Three**

FUND 420			
REVENUE OBJECT	ESTIMATED REVENUE 4/13/2010	BUDGET AMENDMENT NUMBER TWENTY-THREE	ENDING ESTIMATED REVENUE 4/13/2010
190	\$ -	\$ -	\$ -
191	\$ -	\$ -	\$ -
199	\$ 2,993,089.38	\$ -	\$ 2,993,089.38
201	\$ 237,047.32	\$ -	\$ 237,047.32
226	\$ 670,364.03	\$ -	\$ 670,364.03
227	\$ 43,093.00	\$ -	\$ 43,093.00
230	\$ 2,344,452.41	\$ -	\$ 2,344,452.41
240	\$ 4,145,896.48	\$ -	\$ 4,145,896.48
251	\$ 54,960.00	\$ -	\$ 54,960.00
270	\$ -	\$ -	\$ -
290	\$ 968,749.48	\$ -	\$ 968,749.48
TOTALS	\$ 11,457,652.10	\$ -	\$ 11,457,652.10
		plus GL 1220	\$15,619.00
		TOTAL	\$ 11,473,271.09

**Gadsden County School Board
420 (Federal) Fund Appropriations
Budget Amendment Number Twenty-Three**

420 FUND		BUDGET			
FUNCTION/ OBJECT		BUDGET BALANCE 4/13/2010	AMENDMENT NUMBER TWENTY-THREE	BUDGET BALANCE 4/13/2010	
5100	100	\$ 1,051,731.83	\$ -	\$ -	1,051,731.83
	200	\$ 263,590.39	\$ -	\$ -	263,590.39
	300	\$ 749,064.94	\$ -	\$ -	749,064.94
	500	\$ 622,612.82	\$ -	\$ -	622,612.82
	600	\$ 516,755.16	\$ -	\$ -	516,755.16
	700	\$ 75,250.24	\$ -	\$ -	75,250.24
	FUNCTOTAL		\$ 3,279,005.38	\$ -	\$ -
5200	100	\$ 655,000.00	\$ -	\$ -	655,000.00
	200	\$ 215,484.00	\$ -	\$ -	215,484.00
	300	\$ 358,500.00	\$ -	\$ -	358,500.00
	500	\$ 20,437.72	\$ -	\$ -	20,437.72
	600	\$ 44,513.21	\$ -	\$ -	44,513.21
	700	\$ 3,531.44	\$ -	\$ -	3,531.44
	FUNCTOTAL		\$ 1,297,466.37	\$ -	\$ -
5300	100	\$ 47,534.50	\$ -	\$ -	47,534.50
	200	\$ 16,178.54	\$ -	\$ -	16,178.54
	300	\$ 13,585.00	\$ -	\$ -	13,585.00
	500	\$ 42,754.00	\$ -	\$ -	42,754.00
	600	\$ 46,755.00	\$ -	\$ -	46,755.00
	700	\$ 21,388.96	\$ -	\$ -	21,388.96
	FUNCTOTAL		\$ 188,196.00	\$ -	\$ -
5400	100	\$ 50,080.00	\$ -	\$ -	50,080.00
	200	\$ 8,765.00	\$ -	\$ -	8,765.00
	300	\$ 16,191.00	\$ -	\$ -	16,191.00
	500	\$ 20,786.00	\$ -	\$ -	20,786.00
	600	\$ 25,580.00	\$ -	\$ -	25,580.00
	700	\$ -	\$ -	\$ -	-
	FUNCTOTAL		\$ 121,402.00	\$ -	\$ -
5500	100	\$ 1,194,256.87	\$ -	\$ -	1,194,256.87
	200	\$ 306,265.83	\$ -	\$ -	306,265.83
	300	\$ 459,733.81	\$ -	\$ -	459,733.81
	500	\$ 62,957.99	\$ -	\$ -	62,957.99
	600	\$ 9,854.94	\$ -	\$ -	9,854.94
	700	\$ 1,080.00	\$ -	\$ -	1,080.00
	FUNCTOTAL		\$ 2,034,149.44	\$ -	\$ -

**Gadsden County School Board
420 (Federal) Fund Appropriations
Budget Amendment Number Twenty-Three**

6100	100	\$	586,658.36	\$	-	\$	586,658.36
	200	\$	191,871.95	\$	-	\$	191,871.95
	300	\$	132,839.46	\$	-	\$	132,839.46
	500	\$	37,214.89	\$	-	\$	37,214.89
	600	\$	-	\$	-	\$	-
	700	\$	-	\$	-	\$	-
	900	\$	-	\$	-	\$	-
FUNCTOTAL		\$	948,584.66	\$	-	\$	948,584.66
6200	100	\$	-	\$	-	\$	-
	200	\$	-	\$	-	\$	-
	300	\$	-	\$	-	\$	-
	500	\$	-	\$	-	\$	-
	600	\$	7,390.00	\$	-	\$	7,390.00
	700	\$	-	\$	-	\$	-
FUNCTOTAL		\$	7,390.00	\$	-	\$	7,390.00
6300	100	\$	1,203,442.26	\$	-	\$	1,203,442.26
	200	\$	349,841.53	\$	-	\$	349,841.53
	300	\$	156,544.75	\$	-	\$	156,544.75
	500	\$	38,660.25	\$	-	\$	38,660.25
	600	\$	29,435.55	\$	-	\$	29,435.55
	700	\$	5,200.00	\$	-	\$	5,200.00
FUNCTOTAL		\$	1,783,124.34	\$	-	\$	1,783,124.34
6400	100	\$	192,690.46	\$	-	\$	192,690.46
	200	\$	2,873.44	\$	-	\$	2,873.44
	300	\$	448,551.76	\$	-	\$	448,551.76
	400	\$	-	\$	-	\$	-
	500	\$	61,215.81	\$	-	\$	61,215.81
	600	\$	-	\$	-	\$	-
	700	\$	35,698.56	\$	-	\$	35,698.56
FUNCTOTAL		\$	741,030.03	\$	-	\$	741,030.03
6500	100	\$	-	\$	-	\$	-
	200	\$	-	\$	-	\$	-
	300	\$	-	\$	-	\$	-
	500	\$	-	\$	-	\$	-
	700	\$	-	\$	-	\$	-
FUNCTOTAL		\$	-	\$	-	\$	-

**Gadsden County School Board
420 (Federal) Fund Appropriations
Budget Amendment Number Twenty-Three**

7200	100	\$	19,341.33	\$	-	\$	19,341.33
	200	\$	5,432.47	\$	-	\$	5,432.47
	300	\$	-	\$	-	\$	-
	500	\$	-	\$	-	\$	-
	600	\$	-	\$	-	\$	-
	700	\$	400,969.74	\$	-	\$	400,969.74
FUNCTOTAL		\$	425,743.54	\$	-	\$	425,743.54
7300	100	\$	-	\$	-	\$	-
	200	\$	-	\$	-	\$	-
	300	\$	-	\$	-	\$	-
	500	\$	3,587.60	\$	-	\$	3,587.60
	600	\$	-	\$	-	\$	-
	700	\$	-	\$	-	\$	-
FUNCTOTAL 7300		\$	3,587.60	\$	-	\$	3,587.60
7500	100	\$	-	\$	-	\$	-
	200	\$	-	\$	-	\$	-
FUNCTOTAL 7500		\$	-	\$	-	\$	-
7600	100	\$	-	\$	-	\$	-
	200	\$	-	\$	-	\$	-
	300	\$	-	\$	-	\$	-
FUNCTOTAL		\$	-	\$	-	\$	-
7700	100	\$	-	\$	-	\$	-
	200	\$	-	\$	-	\$	-
	300	\$	-	\$	-	\$	-
	400	\$	-	\$	-	\$	-
	500	\$	3,657.92	\$	-	\$	3,657.92
	600	\$	10,000.00	\$	-	\$	10,000.00
	700	\$	-	\$	-	\$	-
FUNCTOTAL		\$	13,657.92	\$	-	\$	13,657.92
7800	100	\$	209,015.90	\$	-	\$	209,015.90
	200	\$	63,102.14	\$	-	\$	63,102.14
	300	\$	102,060.00	\$	-	\$	102,060.00
	400	\$	85,897.00	\$	-	\$	85,897.00
	500	\$	-	\$	-	\$	-
	600	\$	-	\$	-	\$	-
FUNCTOTAL		\$	460,075.04	\$	-	\$	460,075.04

**Gadsden County School Board
420 (Federal) Fund Appropriations
Budget Amendment Number Twenty-Three**

7900	100	\$	17,361.27	\$	-	\$	17,361.27
	200	\$	14,503.42	\$	-	\$	14,503.42
	300	\$	33,042.58	\$	-	\$	33,042.58
	400	\$	-	\$	-	\$	-
	500	\$	962.72	\$	-	\$	962.72
	700	\$	-	\$	-	\$	-
FUNCTOTAL		\$	65,869.99	\$	-	\$	65,869.99
8100	100	\$	-	\$	-	\$	-
	200	\$	-	\$	-	\$	-
	300	\$	2,800.00	\$	-	\$	2,800.00
	600	\$	-	\$	-	\$	-
FUNCTOTAL		\$	2,800.00	\$	-	\$	2,800.00
8200	100	\$	54,217.00	\$	-	\$	54,217.00
	200	\$	11,471.00	\$	-	\$	11,471.00
FUNCTOTAL		\$	65,688.00	\$	-	\$	65,688.00
9100	100	\$	28,206.87	\$	-	\$	28,206.87
	200	\$	7,293.92	\$	-	\$	7,293.92
	300	\$	-	\$	-	\$	-
	400	\$	-	\$	-	\$	-
	500	\$	-	\$	-	\$	-
	600	\$	-	\$	-	\$	-
	700	\$	-	\$	-	\$	-
FUNCTOTAL		\$	35,500.79	\$	-	\$	35,500.79
9200	300	\$	-	\$	-	\$	-
FUNCTOTAL		\$	-	\$	-	\$	-
9700	500	\$	-	\$	-	\$	-
FUNCTOTAL		\$	-	\$	-	\$	-
GRANDTOTAL		\$	11,473,271.10	\$	-	\$	11,473,271.10



Gadsden County School Board
 420 (Federal) Fund Estimated Revenue
 Budget Amendment Number Two

*originally
 entered*

FUND 420 REVENUE OBJECT	ESTIMATED REVENUE 11/5/2009	BUDGET AMENDMENT NUMBER TWO	ENDING ESTIMATED REVENUE 11/5/2009
190	\$ -	\$ -	\$ -
191	\$ -	\$ -	\$ -
199	\$ 653,406.38	\$ -	\$ 653,406.38
201	\$ 222,473.32	\$ -	\$ 222,473.32
226	\$ 670,364.03	\$ -	\$ 670,364.03
227	\$ 43,093.00	\$ -	\$ 43,093.00
230	\$ 256,866.89	\$ 1,804,761.00	\$ 2,061,627.89
240	\$ 835,512.48	\$ -	\$ 835,512.48
251	\$ 54,960.00	\$ -	\$ 54,960.00
270	\$ -	\$ -	\$ -
290	\$ 169,402.77	\$ 76,591.71	\$ 245,994.48
TOTALS	\$ 2,906,078.87	\$ 1,881,352.71	\$ 4,787,431.58

plus project 195 420-2230 15,619.00

↑
1270 per audit adjustment

Gadsden County District School Board
 Financial Audit
 Audit Adjustments
 For the Fiscal Year Ended June 30, 2009

Opinion Unit: Special Revenue - Other			Increase (Decrease)				ADJUSTMENT EXPLANATION
ADJ. #	ACCOUNT TITLE	Assets	Liabilities	Fund Balance	Revenues	Expenses	
1	Due From Other Agencies	171,633.60					To properly report amounts Due to Other Agencies and amounts Due from Other Agencies related to FDOE Cash Advance, for reporting purposes.
	Due From Other Funds (432)	7,226.44					
	Due From Other Agencies	(474,821.91)					
	Due to Other Agencies		(22,179.42)				
	Due to State		(269,983.09)				
	Deferred Revenues		(3,799.36)				
Total Corrected/Recorded Misstatements		(295,961.87)	(295,961.87)	0.00	0.00	0.00	

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 7g

DATE OF SCHOOL BOARD MEETING: April 27, 2010

TITLE OF AGENDA ITEMS: Budget Amendment Number Twenty-Four

DIVISION: Finance Department

PURPOSE AND SUMMARY OF ITEMS:

To establish budget for Title I Part A AYP Corrective Action Plan \$ 32,447.00
To amend the budget for Adult General Education & Family Literacy grant and Carl D. Perkins,
Secondary grant

FUND SOURCE: 420 (Federal) Funds

AMOUNT: \$ 32,447.00

PREPARED BY: Bonnie Wood

POSITION: Assistant Superintendent for Business Services

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

_____ Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered _____

CHAIRMAN'S SIGNATURE: page(s) numbered _____

Be sure that the Comptroller has signed the budget page.

**Gadsden County School Board
420 (Federal) Fund Estimated Revenue
Budget Amendment Number Twenty-Four**

FUND 420 REVENUE OBJECT	ESTIMATED REVENUE 4/21/2010	BUDGET AMENDMENT NUMBER TWENTY-FOUR	ENDING ESTIMATED REVENUE 4/22/2010
190	\$ -	\$ -	\$ -
191	\$ -	\$ -	\$ -
199	\$ 2,993,089.38	\$ -	\$ 2,993,089.38
201	\$ 237,047.32	\$ -	\$ 237,047.32
226	\$ 670,364.03	\$ -	\$ 670,364.03
227	\$ 43,093.00	\$ -	\$ 43,093.00
230	\$ 2,344,452.41	\$ -	\$ 2,344,452.41
240	\$ 4,145,896.48	\$ 32,447.00	\$ 4,178,343.48
251	\$ 54,960.00	\$ -	\$ 54,960.00
270	\$ -	\$ -	\$ -
290	\$ 968,749.48	\$ -	\$ 968,749.48
TOTALS	\$ 11,457,652.10	\$ 32,447.00	\$ 11,490,099.10

**Gadsden County School Board
420 (Federal) Fund Appropriations
Budget Amendment Number Twenty-Four**

420 FUND		BUDGET		
FUNCTION/ OBJECT		BUDGET BALANCE 4/21/2010	AMENDMENT NUMBER TWENTY-FOUR	BUDGET BALANCE 4/13/2010
5100	100	\$ 1,051,731.83	\$ 25,957.60	\$ 1,077,689.43
	200	\$ 263,590.39	-	\$ 263,590.39
	300	\$ 749,064.94	-	\$ 749,064.94
	500	\$ 622,612.81	\$ 6,489.40	\$ 629,102.21
	600	\$ 516,755.16	-	\$ 516,755.16
	700	\$ 75,250.24	-	\$ 75,250.24
	FUNCTOTAL		\$ 3,279,005.37	\$ 32,447.00
5200	100	\$ 655,000.00	-	\$ 655,000.00
	200	\$ 215,484.00	-	\$ 215,484.00
	300	\$ 358,500.00	-	\$ 358,500.00
	500	\$ 20,437.72	-	\$ 20,437.72
	600	\$ 44,513.21	-	\$ 44,513.21
	700	\$ 3,531.44	-	\$ 3,531.44
	FUNCTOTAL		\$ 1,297,466.37	\$ -
5300	100	\$ 47,534.50	\$ 11,520.00	\$ 59,054.50
	200	\$ 16,178.54	\$ 2,016.00	\$ 18,194.54
	300	\$ 13,585.00	-	\$ 13,585.00
	500	\$ 42,754.00	\$ 2,474.00	\$ 45,228.00
	600	\$ 46,755.00	\$ 12,100.00	\$ 58,855.00
	700	\$ 21,388.96	-	\$ 21,388.96
	FUNCTOTAL		\$ 188,196.00	\$ 28,110.00
5400	100	\$ 50,080.00	\$ (11,520.00)	\$ 38,560.00
	200	\$ 8,765.00	\$ (2,016.00)	\$ 6,749.00
	300	\$ 16,191.00	\$ (3,000.00)	\$ 13,191.00
	500	\$ 20,786.00	\$ (6,574.00)	\$ 14,212.00
	600	\$ 25,580.00	\$ (5,000.00)	\$ 20,580.00
	700	\$ -	-	-
	FUNCTOTAL		\$ 121,402.00	\$ (28,110.00)
5500	100	\$ 1,194,256.87	-	\$ 1,194,256.87
	200	\$ 306,265.83	-	\$ 306,265.83
	300	\$ 459,733.81	-	\$ 459,733.81
	500	\$ 62,957.99	-	\$ 62,957.99
	600	\$ 9,854.94	-	\$ 9,854.94
	700	\$ 1,080.00	-	\$ 1,080.00
	FUNCTOTAL		\$ 2,034,149.44	\$ -

**Gadsden County School Board
420 (Federal) Fund Appropriations
Budget Amendment Number Twenty-Four**

6100	100	\$	586,658.36	\$	-	\$	586,658.36
	200	\$	191,871.95	\$	-	\$	191,871.95
	300	\$	132,839.46	\$	-	\$	132,839.46
	500	\$	37,214.89	\$	-	\$	37,214.89
	600	\$	-	\$	-	\$	-
	700	\$	-	\$	-	\$	-
	900	\$	-	\$	-	\$	-
FUNCTOTAL		\$	948,584.66	\$	-	\$	948,584.66
6200	100	\$	-	\$	-	\$	-
	200	\$	-	\$	-	\$	-
	300	\$	-	\$	-	\$	-
	500	\$	-	\$	-	\$	-
	600	\$	7,390.00	\$	-	\$	7,390.00
	700	\$	-	\$	-	\$	-
FUNCTOTAL		\$	7,390.00	\$	-	\$	7,390.00
6300	100	\$	1,203,442.26	\$	-	\$	1,203,442.26
	200	\$	349,841.53	\$	-	\$	349,841.53
	300	\$	156,544.75	\$	-	\$	156,544.75
	500	\$	38,660.25	\$	-	\$	38,660.25
	600	\$	29,435.55	\$	-	\$	29,435.55
	700	\$	5,200.00	\$	-	\$	5,200.00
FUNCTOTAL		\$	1,783,124.34	\$	-	\$	1,783,124.34
6400	100	\$	192,690.46	\$	-	\$	192,690.46
	200	\$	2,873.44	\$	-	\$	2,873.44
	300	\$	448,551.76	\$	-	\$	448,551.76
	400	\$	-	\$	-	\$	-
	500	\$	61,215.81	\$	-	\$	61,215.81
	600	\$	-	\$	-	\$	-
	700	\$	35,698.56	\$	-	\$	35,698.56
FUNCTOTAL		\$	741,030.03	\$	-	\$	741,030.03
6500	100	\$	-	\$	-	\$	-
	200	\$	-	\$	-	\$	-
	300	\$	-	\$	-	\$	-
	500	\$	-	\$	-	\$	-
	700	\$	-	\$	-	\$	-
FUNCTOTAL		\$	-	\$	-	\$	-

**Gadsden County School Board
420 (Federal) Fund Appropriations
Budget Amendment Number Twenty-Four**

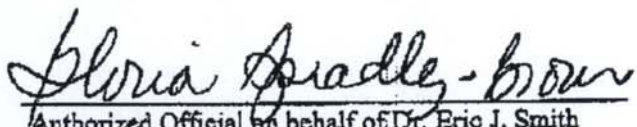

7200	100	\$	19,341.33	\$	-	\$	19,341.33
	200	\$	5,432.47	\$	-	\$	5,432.47
	300	\$	-	\$	-	\$	-
	500	\$	-	\$	-	\$	-
	600	\$	-	\$	-	\$	-
	700	\$	400,969.74	\$	-	\$	400,969.74
FUNCTOTAL		\$	425,743.54	\$	-	\$	425,743.54
7300	100	\$	-	\$	-	\$	-
	200	\$	-	\$	-	\$	-
	300	\$	-	\$	-	\$	-
	500	\$	3,587.60	\$	-	\$	3,587.60
	600	\$	-	\$	-	\$	-
	700	\$	-	\$	-	\$	-
FUNCTOTAL 7300		\$	3,587.60	\$	-	\$	3,587.60
7500	100	\$	-	\$	-	\$	-
	200	\$	-	\$	-	\$	-
FUNCTOTAL 7500		\$	-	\$	-	\$	-
7600	100	\$	-	\$	-	\$	-
	200	\$	-	\$	-	\$	-
	300	\$	-	\$	-	\$	-
FUNCTOTAL		\$	-	\$	-	\$	-
7700	100	\$	-	\$	-	\$	-
	200	\$	-	\$	-	\$	-
	300	\$	-	\$	-	\$	-
	400	\$	-	\$	-	\$	-
	500	\$	3,657.92	\$	-	\$	3,657.92
	600	\$	10,000.00	\$	-	\$	10,000.00
	700	\$	-	\$	-	\$	-
FUNCTOTAL		\$	13,657.92	\$	-	\$	13,657.92
7800	100	\$	209,015.90	\$	-	\$	209,015.90
	200	\$	63,102.14	\$	-	\$	63,102.14
	300	\$	102,060.00	\$	-	\$	102,060.00
	400	\$	85,897.00	\$	-	\$	85,897.00
	500	\$	-	\$	-	\$	-
	600	\$	-	\$	-	\$	-
FUNCTOTAL		\$	460,075.04	\$	-	\$	460,075.04

**Gadsden County School Board
420 (Federal) Fund Appropriations
Budget Amendment Number Twenty-Four**

7900	100	\$	17,361.27	\$	-	\$	17,361.27
	200	\$	14,503.42	\$	-	\$	14,503.42
	300	\$	33,042.58	\$	-	\$	33,042.58
	400	\$	-	\$	-	\$	-
	500	\$	962.72	\$	-	\$	962.72
	700	\$	-	\$	-	\$	-
FUNCTOTAL		\$	65,869.99	\$	-	\$	65,869.99
8100	100	\$	-	\$	-	\$	-
	200	\$	-	\$	-	\$	-
	300	\$	2,800.00	\$	-	\$	2,800.00
	600	\$	-	\$	-	\$	-
FUNCTOTAL		\$	2,800.00	\$	-	\$	2,800.00
8200	100	\$	54,217.00	\$	-	\$	54,217.00
	200	\$	11,471.00	\$	-	\$	11,471.00
FUNCTOTAL		\$	65,688.00	\$	-	\$	65,688.00
9100	100	\$	28,206.87	\$	-	\$	28,206.87
	200	\$	7,293.92	\$	-	\$	7,293.92
	300	\$	-	\$	-	\$	-
	400	\$	-	\$	-	\$	-
	500	\$	-	\$	-	\$	-
	600	\$	-	\$	-	\$	-
	700	\$	-	\$	-	\$	-
FUNCTOTAL		\$	35,500.79	\$	-	\$	35,500.79
9200	300	\$	-	\$	-	\$	-
FUNCTOTAL		\$	-	\$	-	\$	-
9700	500	\$	-	\$	-	\$	-
FUNCTOTAL		\$	-	\$	-	\$	-
GRANDTOTAL		\$	11,473,271.09	\$	32,447.00	\$	11,505,718.09

Florida Department of Education
Project Award Notification

4219100
PROGRAM COPY *John*

1 PROJECT RECIPIENT Gadsden County School District	2 PROJECT NUMBER 200-1910A-0CG01
3 PROJECT/PROGRAM TITLE Adult General Education & Family Literacy <p align="right">TAPS 10B01</p>	4 AUTHORITY 84.002A Adult Education
5 AMENDMENT INFORMATION Amendment Number: 1 Type of Amendment: Budget; Changes Effective Date: 03/24/2010	6 PROJECT PERIODS Budget Period: 07/01/2009 - 06/30/2010 Program Period: 07/01/2009 - 06/30/2010
7 AUTHORIZED FUNDING Current Approved Budget: \$ 96,040.00 Amendment Amount: Estimated Roll Forward: Certified Roll Amount: Total Project Amount: \$ 96,040.00	8 REIMBURSEMENT OPTION Federal Cash Advance
9 TIMELINES <ul style="list-style-type: none"> • Last date for incurring expenditures and issuing purchase orders: <u>06/30/2010</u> • Date that all obligations are to be liquidated and final disbursement reports submitted: <u>08/20/2010</u> • Last date for receipt of proposed budget and program amendments: <u>06/30/2010</u> • Refund date of unexpended funds; mail to DOE Comptroller, 325 W. Gaines Street, 944 Turlington Building, Tallahassee, Florida 32399-0400: • Date(s) for program reports: 	
10 DOE CONTACTS Program: Gloria Spradley-Brown Phone: (850) 245 - 9053 Email: Gloria.Spradley@fldoe.org Grants Management: Unit B (850) 245-0496	11 DOE FISCAL DATA DBS: 55 90 00 EO: BC Object: 720036
12 TERMS AND SPECIAL CONDITIONS <ul style="list-style-type: none"> • This project and any amendments are subject to the procedures outlined in the <u>Project Application and Amendment Procedures for Federal and State Programs (Green Book)</u> and the General Assurances for Participation in Federal and State Programs. • For federal cash advance projects, monthly expenditures must be submitted to the Comptroller's Office by the 20th of each month for the preceding month's disbursements utilizing the On-Line Disbursement Reporting System. • Other: 	
13 APPROVED: <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="width: 45%;">  Authorized Official on behalf of Dr. Eric J. Smith Commissioner of Education </div> <div style="width: 20%; text-align: center;"> <u>3/29/10</u> Date of Signing </div> <div style="width: 30%; text-align: right;">  </div> </div>	

DOE-200
Revised 02/05

A) Gadsden County Public Schools
District/Agency Name

B) 200-1910A-OCG01 / 10 B018
Project Number TAPS Number

C) 1
Amendment Number

FLORIDA DEPARTMENT OF EDUCATION BUDGET AMENDMENT NARRATIVE FORM

D) Total Project Amount Currently Approved \$ <u>96,040.00</u>	E) Total Project Amount resulting from this Budget Amendment \$ <u>96,040.00</u>
---	---

F) Line Item Description					
FUNCTION	OBJECT	ACCOUNT TITLE AND NARRATIVE	FTE <small>PERSONNEL</small>	AMOUNT INCREASE	AMOUNT DECREASE
5400	390	Other Proposed Services: including printing - reproduction of AGE Programs <i>for marketing</i>			\$3,000.00
5400	510	Supplies: consumable materials for instruction for use by Adult Ed. <i>Brochures</i>		\$3,000.00	\$3,000.00
		<i>Students, resource books, workbooks, classroom material</i>			
		<i>for recruitment of adult ed. students</i>			
				\$3,000.00	\$3,000.00

will need with original budget 3/25/10 J.F.O.S.

Total 42 Total



**Florida Department of Education
Project Award Notification**

4216101

John D.

1 PROJECT RECIPIENT Gadsden County School District	2 PROJECT NUMBER 200-1610A-0CS01										
3 PROJECT/PROGRAM TITLE Carl D. Perkins, Secondary 131 <p align="center">TAPS 10B001</p>	4 AUTHORITY 84.048A Carl Perkins - Voc. ED Basic										
5 AMENDMENT INFORMATION Amendment Number: 2 Type of Amendment: Budget: Changes Effective Date: 03/29/2010	6 PROJECT PERIODS Budget Period: 07/01/2009 - 06/30/2010 Program Period: 07/01/2009 - 06/30/2010										
7 AUTHORIZED FUNDING Current Approved Budget: \$ 146,204.00 Amendment Amount: Estimated Roll Forward: Certified Roll Amount: Total Project Amount: \$ 146,204.00	8 REIMBURSEMENT OPTION Federal Cash Advance										
9 TIMELINES <ul style="list-style-type: none"> • Last date for incurring expenditures and issuing purchase orders: <u>06/30/2010</u> • Date that all obligations are to be liquidated and final disbursement reports submitted: <u>08/20/2010</u> • Last date for receipt of proposed budget and program amendments: <u>06/30/2010</u> • Refund date of unexpended funds; mail to DOE Comptroller, 325 W. Gaines Street, 944 Turlington Building, Tallahassee, Florida 32399-0400: • Date(s) for program reports: 											
10 DOE CONTACTS Program: John Occhiuzzo Phone: (850) 245 - 9042 Email: John.Occhiuzzo@fldoe.org Grants Management: Unit B (850) 245-0496	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td colspan="2" style="text-align: center;">Comptroller's Office (850) 245-0401</td> </tr> <tr> <td style="width:50%;">11 DOE FISCAL DATA</td> <td></td> </tr> <tr> <td>DBS:</td> <td>55 90 00</td> </tr> <tr> <td>EO:</td> <td>88</td> </tr> <tr> <td>Object:</td> <td>720036</td> </tr> </table>	Comptroller's Office (850) 245-0401		11 DOE FISCAL DATA		DBS:	55 90 00	EO:	88	Object:	720036
Comptroller's Office (850) 245-0401											
11 DOE FISCAL DATA											
DBS:	55 90 00										
EO:	88										
Object:	720036										
12 TERMS AND SPECIAL CONDITIONS <ul style="list-style-type: none"> • This project and any amendments are subject to the procedures outlined in the <u>Project Application and Amendment Procedures for Federal and State Programs</u> (Green Book) and the General Assurances for Participation in Federal and State Programs. • For federal cash advance projects, monthly expenditures must be submitted to the Comptroller's Office by the 20th of each month for the preceding month's disbursements utilizing the On-Line Disbursement Reporting System. • Other: 12 - Continued: Only 37% of the "Current Approved Budget" in block 7 is authorized for obligating or expending during the first quarter period of July 1, 2009 through September 30, 2009. The Balance of the allocation (63%) and any unexpended funds from the first quarter will be available October 1, 2009 through June 30, 2010. Should you have any questions regarding these special conditions please call Grants Management at (850)245- 0496. 											
13 APPROVED:											
<p style="font-size: 1.5em; font-family: cursive;"><i>Moria Gracely-Brown</i></p> Authorized Official on behalf of Dr. Eric J. Smith Commissioner of Education	<p style="font-size: 1.5em; font-family: cursive;">4/1/10</p> Date of Signing										



DOE-200
Revised 02/05

Melanie King

A) Gadsden County Public Schools B) 200-1610A-0CS01 / 10B001
 District/Agency Name Project Number TAPS Number

C) _____
 Amendment Number

**FLORIDA DEPARTMENT OF EDUCATION
 BUDGET AMENDMENT NARRATIVE FORM**

D) Total Project Amount Currently Approved \$ <u>131,630</u>	E) Total Project Amount resulting from this Budget Amendment \$ <u>146,204</u> ✓✓
---	--

F) Line Item Description

Line Item	Account	Description	Amount	
5400 5300	520	Textbooks: To update dated CTE textbooks	9574.00	
5400 5300 12/18/09 J.F.O.-A	690	Software: To purchase software applications to update existing software needed for industry certification and program needs.	5000.00	
12/14/09 J.F.O.-A			14,574.00 ✓	



A) Gadsden County Public Schools District/Agency Name B) 200-161A-OCS01 Project Number / 10B001 TAPS Number
 C) 1 Amendment Number

FLORIDA DEPARTMENT OF EDUCATION BUDGET AMENDMENT NARRATIVE FORM

D) Total Project Amount Currently Approved \$ <u>146,204.00</u>	E) Total Project Amount resulting from this Budget Amendment \$ <u>146,204.00</u>
--	--

F) Line Item Description

FUNCTION	OBJECT	ACCOUNT TITLE AND NARRATIVE	FTE	AMOUNT INCREASE	AMOUNT DECREASE
5300	520	Textbooks: To update dated CTE textbooks to assist in instruction of programs included in 5 Year Plan 3/30/10 J.F.G. Jr.		1,200	
5300	690	Software: To purchase software applications to update existing software needed for industry certification and CTE program needs.			1,200
5300	641	Furniture, fixtures more than \$500			3,400
5300	510	Materials/Supplies for CTE programs - to assist in instruction - same list included with 2004-10 application 3/30/10 J.F.G. Jr.		3,400	
5300	642	Furniture, fixtures less than \$500			2,500
5300	510	Materials/Supplies for CTE programs		2,500	
3/30/10 J.F.G. Jr.				7,100	7,100
				Total	Total



A) **GADSDEN COUNTY PUBLIC SCHOOLS**

Name of Eligible Recipient:

TAPS Number
10B001

B) 200-1610A-OCS01

Project Number: (DOE USE ONLY)

FLORIDA DEPARTMENT OF EDUCATION

Budget Narrative Form

Barbara Smith confirmed

per John Occhuzzo said to just change on our end? he'd change - not to do budget amend. to state (left voicemail for Mrs. Rackley)

(1) FUNCTION	(2) OBJECT	(3) ACCOUNT TITLE AND NARRATIVE	(4) FTE POSITION	(5) AMOUNT
5300	330	Student Travel - student-related competition, activities, and programs Performance Measures Addressed: (2S1) Required Use of Funds Addressed: 3-Permissive Use of Funds: 5		4,500
	510	Supplies - materials and supplies to assist in instruction of viable career and technical education programs (nail technology supplies, lab jackets, metal works, shop tools, thermometers, hair supplies, lumber and wood working materials, etc.) Performance Measures Addressed: (1S2) <i>see attached email from Debra Rackley 7/7/09 S.F.O.S.</i> Required Use of Funds Addressed: 3-Permissive Use of Funds: 3-8-9		40,254
	620	AV materials - videos used to enhance instruction in CTE programs (medical secretary, career planning, hair styling, mechanics training, etc.) Performance Measures Addressed: (1S1) Required Use of Funds Addressed: 7-8 -Permissive Use of Funds		2,420
	641	Equipment, fixtures and furniture - to continue to update CTE programs to assist in meeting business/industry standards (lifts, tables, work benches, exam tabs, lab equipment, etc.) Performance Measures Addressed: (1S2) (6S1) (6S2) Required Use of Funds Addressed: 3-7 -Permissive Use of Funds		10,500
	642	Equipment, fixtures and furniture - to continue to update CTE programs to assist in meeting business/industry standards (chairs, desks, lab equipment for shops, slides/microscopes, etc.) Performance Measures Addressed: (1S2) (5S1) Required Use of Funds Addressed: 7-Permissive Use of Funds: 7		8,335
	643	Computer Hardware - computers for students and classroom use (Dell computer workstations) Performance Measures Addressed: (4S1) Required Use of Funds Addressed: 4-Permissive Use of Funds		25,500
	390	Other Purchased Services (marketing and other activities to promote or improve CTE programs) Performance Measures Addressed: (1S1) <i>see attached email from Debra Rackley 8/2/08 S.F.O.S.</i> Required Use of Funds Addressed: 1-Permissive Use of Funds		6,500
	790	Registration Fee - SkillsUSA, FBLA, FCCLA and other CTE student organizations Performance Measures Addressed: (4S2) <i>Florida Family Career & Community Leaders of America</i> Required Use of Funds Addressed: 3-Permissive Use of Funds		1,500
	510 310 110 160	<i>Garner Pathways - An MOU will be established by the Big Bend Consortium to meet the state program of study requirement. Required Use of Funds (2S1) DISTRICT will dedicate these funds. <i>checked by phone with Debra Rackley 7/14/09 S.F.O.S.</i></i> Salary: One part-time clerical assistant to provide admission/retention support 20 hour per week x \$12.00 per hour (240 days) Performance Measures Addressed: 2A1, 3A1 Required Use of Funds: B1, 2, 3, 4, 5, 6, 7, 8, 9 - Permissive Use of Funds: 2, 3, 4, 5, 6, 7, 16, 18 <i>see attached email from Debra Rackley 7/7/09 S.F.O.S.</i>		2,585 11,520
	210	Employee Benefits: Retirement: Contributions to retirement plan at 0.985		881
	220	Employee Benefits, Social Security and Medicare: contributions for one part-time clerical employee @ 0.0765		1,135
6200	642	Instructional Media Services - reference materials (Occupational Outlook Handbooks, Career Guidance materials, etc.) Performance Measures Addressed: (3S1) Required Use of Funds Addressed: 2-Permissive Use of Funds		1,000
6400	330	Travel - administrators, teachers, guidance counselors to visit best practice programs/sites, conferences, workshops and other training seminars related to CTE programs. Performance Measures Addressed: (2S1) <i>see attached email from Debra Rackley 6/12/07 S.F.O.S.</i> Required Use of Funds Addressed: 1-Permissive Use of Funds: 12		10,500
	310	Professional and Technical Consultants - to provide staff development training workshops and activities that promote professional and personal growth of CTE instructors. Performance Measures Addressed: (3S1) <i>see attached email from Debra Rackley 7/7/09 S.F.O.S.</i> Required Use of Funds Addressed: 5-6-Permissive Use of Funds		4,500
C) TOTAL				\$131,630

DOE 101
Revised 12/07

Dr. Eric J. Smith, Commissioner

7/11/09 S.F.O.S.

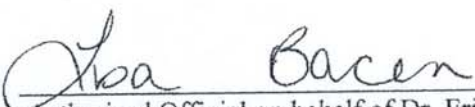

Revised Budget Submitted
By Debra Rackley
7/7/09 S.F.O.S.

NUMBER-----ACCOUNT-----DESCRIPTION	BUDGETED	--MTD--- EXPENDED	--YTD--- EXPENDED	COMMITTED	ENCUMBERED	-----BALANCE----- AMOUNT PCT
5300 VOCATIONAL TECHNICAL						
160 OTHER SUPPORT PERSONNEL-REG	.00	.00	5,318.16	2,867.37	.00	8,185.53-
210 RETIREMENT	.00	.00	523.87	282.44	.00	806.31-
220 SOCIAL SECURITY	.00	.00	384.07	219.36	.00	603.43-
230 BOARD MEDICAL & DENTAL INS	.00	.00	964.56	482.27	.00	1,446.83-
232 BOARD TERM LIFE INSURANCE	.00	.00	43.15	21.74	.00	64.89-
240 WORKERS COMPENSATION	.00	.00	25.55	13.77	.00	39.32-
310 PROFESSIONAL AND TECHNICAL	2,585.00	.00	.00	.00	.00	2,585.00 100
330 TRAVEL	4,500.00	.00	796.56	.00	900.00	2,803.44 62
350 REPAIRS AND MAINTENANCE	.00	.00	1,695.25	.00	.00	1,695.25-
360 RENTALS	.00	.00	1,995.75	1,500.00	.00	3,495.75-
370 COMMUNICATIONS	.00	.00	480.00	.00	195.00	675.00-
390 OTHER PURCHASED SERVICES	6,500.00	.00	995.50	883.00	3,966.67	654.83 10
510 SUPPLIES	40,254.00	.00	20,063.87	43.95	19,153.52	992.66 2
520 TEXTBOOKS	.00	.00	4,280.86	4,805.48	2,600.00	11,686.34-
620 AUDIO-VISUAL MATERIALS	2,420.00	.00	.00	.00	.00	2,420.00 100
641 FURN, FIXT, EQUIP-MORE THAN \$5	10,500.00	.00	3,241.00	.00	3,777.88	3,481.12 33
642 FURN, FIXT, EQUIP-LESS THAN \$5	8,335.00	.00	2,586.94	.00	2,208.11	3,539.95 42
643 COMPUTER EQUIP-MORE THAN \$50	25,500.00	.00	19,335.25	.00	6,160.86	3.89 0
790 MISCELLANEOUS	1,500.00	.00	.00	.00	.00	1,500.00 100
5400 ADULT GENERAL						
160 OTHER SUPPORT PERSONNEL-REG	11,520.00	.00	.00	.00	.00	11,520.00 100
210 RETIREMENT	<u>881.00</u>	.00	.00	.00	.00	881.00 100
220 SOCIAL SECURITY	<u>1,135.00</u>	.00	.00	.00	.00	1,135.00 100
520 TEXTBOOKS	<u>9,574.00</u>	.00	.00	.00	.00	9,574.00 100
692 SOFTWARE-LESS THAN \$500	<u>5,000.00</u>	.00	.00	.00	.00	5,000.00 100
6100 PUPIL PERSONNEL SERVICE						
330 TRAVEL	.00	.00	278.92	.00	.00	278.92-
6200 INSTRUCTIONAL MEDIA SERVICE						
642 FURN, FIXT, EQUIP-LESS THAN \$5	1,000.00	.00	.00	.00	354.75	645.25 64
6400 INSTRUCTIONAL STAFF TRAINING						
310 PROFESSIONAL AND TECHNICAL	4,500.00	.00	4,000.00	.00	.00	500.00 11
330 TRAVEL	10,500.00	.00	3,126.84	.00	456.00	6,917.16 65
730 DUES AND FEES	.00	.00	1,700.00	.00	529.00	2,229.00-
*	146,204.00	.00	71,836.10	11,119.38	40,301.79	22,946.73 15

*move to
function
5300*

Florida Department of Education
Project Award Notification

Project #
4222800

1 PROJECT RECIPIENT Gadsden County School District	2 PROJECT NUMBER 200-2280A-OCB01								
3 PROJECT/PROGRAM TITLE Title I Part A AYP Corrective Action Plan <p align="center">TAPS 10A024</p>	4 AUTHORITY 84.010A Title I, Part A, Basic								
5 AMENDMENT INFORMATION Amendment Number: Type of Amendment: Effective Date:	6 PROJECT PERIODS Budget Period: 07/01/2009 - 06/30/2010 Program Period: 07/01/2009 - 06/30/2010								
7 AUTHORIZED FUNDING Current Approved Budget: \$ 32,447.00 Amendment Amount: Estimated Roll Forward: Certified Roll Amount: Total Project Amount: \$ 32,447.00	8 REIMBURSEMENT OPTION Federal Cash Advance								
9 TIMELINES <ul style="list-style-type: none"> • Last date for incurring expenditures and issuing purchase orders: <u>06/30/2010</u> • Date that all obligations are to be liquidated and final disbursement reports submitted: <u>08/20/2010</u> • Last date for receipt of proposed budget and program amendments: <u>06/30/2010</u> • Refund date of unexpended funds; mail to DOE Comptroller, 325 W. Gaines Street, 944 Turlington Building, Tallahassee, Florida 32399-0400: • Date(s) for program reports: 									
10 DOE CONTACTS Program: Rose Raynak Phone: (850) 245 - 0756 Email: Rose.Raynak@fldoe.org Grants Management: Unit A (850) 245-0496	<table style="width:100%;"> <tr> <td style="width:50%;">Comptroller's Office</td> <td style="width:50%;">11 DOE FISCAL DATA</td> </tr> <tr> <td>(850) 245-0401</td> <td>DBS: 40 90 20</td> </tr> <tr> <td></td> <td>EO: 1D</td> </tr> <tr> <td></td> <td>Object: 720036</td> </tr> </table>	Comptroller's Office	11 DOE FISCAL DATA	(850) 245-0401	DBS: 40 90 20		EO: 1D		Object: 720036
Comptroller's Office	11 DOE FISCAL DATA								
(850) 245-0401	DBS: 40 90 20								
	EO: 1D								
	Object: 720036								
12 TERMS AND SPECIAL CONDITIONS <ul style="list-style-type: none"> • This project and any amendments are subject to the procedures outlined in the <u>Project Application and Amendment Procedures for Federal and State Programs</u> (Green Book) and the General Assurances for Participation in Federal and State Programs. • For federal cash advance projects, monthly expenditures must be submitted to the Comptroller's Office by the 20th of each month for the preceding month's disbursements utilizing the On-Line Disbursement Reporting System. 									
13 APPROVED: <div style="display: flex; justify-content: space-between; align-items: flex-end; margin-top: 20px;"> <div style="width: 45%;">  _____ Authorized Official on behalf of Dr. Eric J. Smith Commissioner of Education </div> <div style="width: 30%; text-align: center;"> <u>2/17/10</u> Date of Signing </div> <div style="width: 15%; text-align: center;">  </div> </div>									

DOE-200
Revised 02/05

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 7h

DATE OF SCHOOL BOARD MEETING: April 27, 2010

TITLE OF AGENDA ITEMS: Budget Amendment Number Twenty-Five

DIVISION: Finance Department

PURPOSE AND SUMMARY OF ITEMS:

This budget amendment establishes budget for State Appropriated Equipment Assistance, School Food Authorities (for school lunch equipment) \$ 14,195.00

FUND SOURCE: 431 (State Fiscal Stabilization) Funds

AMOUNT: \$ 14,195.00

PREPARED BY: Bonnie Wood

POSITION: Assistant Superintendent for Business Services

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

 Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered

CHAIRMAN'S SIGNATURE: page(s) numbered

Be sure that the Comptroller has signed the budget page.

**Gadsden County School Board
431 (State Fiscal Stabilization) Fund Appropriations
Budget Amendment Number
Twenty-Five**

431 FUND					
FUNCTION/ OBJECT		BEGINNING BUDGET 4/21/2010	BUDGET AMENDMENT NUMBER TWENTY-FIVE	BUDGET BALANCE 4/21/2010	
5100	100	\$ 1,518,827.57	\$ -	\$ 1,518,827.57	
K-12 Instructional	200	\$ 386,139.81	\$ -	\$ 386,139.81	
	300	\$ -	\$ -	\$ -	
FUNCTOTAL		\$ 1,904,967.38	\$ -	\$ 1,904,967.38	
5300	100	\$ 36,447.00	\$ -	\$ 36,447.00	
Vocational	200	\$ 6,863.62	\$ -	\$ 6,863.62	
Technical	300	\$ -	\$ -	\$ -	
FUNCTOTAL		\$ 43,310.62	\$ -	\$ 43,310.62	
6400	100	\$ 831.71	\$ -	\$ 831.71	
Instructional	300	\$ 1,160.00	\$ -	\$ 1,160.00	
Staff Training	500	\$ 408.29	\$ -	\$ 408.29	
	700	\$ 1,500.00	\$ -	\$ 1,500.00	
FUNCTOTAL		\$ 3,900.00	\$ -	\$ 3,900.00	
7600					
Food Service	600	\$ -	\$ 14,195.00	\$ 14,195.00	
FUNCTOTAL		\$ -	\$ 14,195.00	\$ 14,195.00	
GRANDTOTAL		\$ 1,952,178.00	\$ 14,195.00	\$ 1,966,373.00	

**Gadsden County School Board
 432 (Targeted ARRA Stimulus) Fund Estimated Revenue
 Budget Amendment Number
 Twenty-Five**

431 REVENUE OBJECT	ESTIMATED REVENUE 4/21/10	BUDGET AMENDMENT NUMBER TWENTY-FIVE	ENDING ESTIMATED 4/21/2010
210	\$ 1,903,463.01	\$ 14,195.00	\$ 1,917,658.01
211	\$ 44,814.99	\$ -	\$ 44,814.99
299	\$ 3,900.00	\$ -	\$ 3,900.00
GRAND TOTAL	\$ 1,952,178.00	\$ 14,195.00	\$ 1,966,373.00

**Florida Department of Education
Project Award Notification**

Proj. 4359239

1 PROJECT RECIPIENT Gadsden County School District	2 PROJECT NUMBER 200-5920S-0CZE1
3 PROJECT/PROGRAM TITLE 2009-2010 State Appropriated Equipment Assistance, School Food Authorities; USDE #S397A90010 <p align="center">TAPS 10BS07</p>	4 AUTHORITY 10.579 School Lunch Equipment, ARRA
5 AMENDMENT INFORMATION Amendment Number: Type of Amendment: Effective Date:	6 PROJECT PERIODS Budget Period: 01/01/2010 - 04/15/2010 Program Period: 01/01/2010 - 04/15/2010
7 AUTHORIZED FUNDING Current Approved Budget: \$ 14,195.00 Amendment Amount: Estimated Roll Forward: Certified Roll Amount: Total Project Amount: \$ 14,195.00	8 REIMBURSEMENT OPTION Federal Cash Advance

9 TIMELINES <ul style="list-style-type: none"> • Last date for incurring expenditures and issuing purchase orders: <u>04/15/2010</u> • Date that all obligations are to be liquidated and final disbursement reports submitted: <u>05/31/2010</u> • Last date for receipt of proposed budget and program amendments: <u>04/05/2010</u> • Refund date of unexpended funds; mail to DOE Comptroller, 325 W. Gaines Street, 944 Turlington Building, Tallahassee, Florida 32399-0400: • Date(s) for program reports:

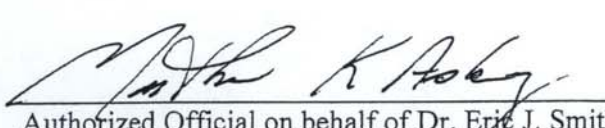
10 DOE CONTACTS Program: Cathy Reed Phone: (850) 245 - 5044 Email: Cathy.Reed@fldoe.org Grants Management: Unit B (850) 245-0496	11 DOE FISCAL DATA DBS: 03 90 60 EO: TS Object: 720036
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12 TERMS AND SPECIAL CONDITIONS

- This project and any amendments are subject to the procedures outlined in the Project Application and Amendment Procedures for Federal and State Programs (Green Book) and the General Assurances for Participation in Federal and State Programs. In addition, the sub-recipient must comply with all expenditure, transparency, accountability, and reporting requirements specified in the American Recovery and Reinvestment Act of 2009 (ARRA), ARRA regulations, and the ARRA specific assurances agreed to in the application for ARRA funds.
- For federal cash advance projects, monthly expenditures must be submitted to the Comptroller's Office by the 20th of each month for the preceding month's disbursements utilizing the On-Line Disbursement Reporting System.
- Other:


Funds must be obligated by April 15, 2010 and expended no later than May 31, 2010. Any funds that are not obligated by April 15, 2010, must be returned to the Department of Education and will be reallocated.

13 APPROVED:


 Authorized Official on behalf of Dr. Eric J. Smith
 Commissioner of Education

3/30/10

 Date of Signing



**FLORIDA DEPARTMENT OF EDUCATION
BUDGET NARRATIVE FORM - State Fiscal Stabilization Funds**

A) Gadsden County School District
Name of Eligible Applicant

C) TAPS NUMBER
10BS07

B) 200-59205-0CZE1
Project Number: (DOE USE ONLY)

D) SPECIAL REVENUE FUND CODE

Proposed Budget

(1) ARRA			(2) School or District-Based Expenditure	(3) Program Set-Aside Code	(4) Activity	(5) Function	(6) Object	(7) Account Title and Description	(8) FTE Position(s)					(9) Amount
Assurance	Principle	Strategy							Job Code	Saved	Created	Continued	Total	
N/A	N/A	N/A	D		Purchase of a Blodgett Stacked Oven for Stewart Street Elementary	7600	641	Food Service Equipment	N/A	N/A	N/A	N/A	N/A	\$ 12,102.50
N/A	N/A	N/A	D		Purchase of a Slicer for Greensboro Elementary	7600	641	Food Service Equipment	N/A	N/A	N/A	N/A	N/A	\$ 2,092.50
												(E) TOTAL		\$ 14,195.00

The excess costs over award amount will be funded by the district.



SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 7i

DATE OF SCHOOL BOARD MEETING: April 27, 2010

TITLE OF AGENDA ITEMS: Budget Amendment Number Twenty-Six

DIVISION: Finance Department

PURPOSE AND SUMMARY OF ITEMS:

This budget amendment appropriates the entire undesignated fund balance for the 394 fund

FUND SOURCE: 394 Class Size Reduction Funds

AMOUNT: \$ 0.00

PREPARED BY: Bonnie Wood

POSITION: Assistant Superintendent for Business Services

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

_____ Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered _____

CHAIRMAN'S SIGNATURE: page(s) numbered _____

Be sure that the Comptroller has signed the budget page.

Gadsden County School Board
 394 Class Size Reduction Fund Appropriations
 Budget Amendment Number
 Twenty-Six

394 FUND					
FUNCTION/ OBJECT		BEGINNING BUDGET 4/22/2010		BUDGET AMENDMENT NUMBER TWENTY-SIX	BUDGET BALANCE 4/22/2010
7400	100	\$ -		\$ -	\$ -
Facilities Acq.	300	\$ -		\$ -	\$ -
& Construction	600	\$ -		\$ 687,070.75	\$ 687,070.75
	700	\$ -		\$ -	\$ -
FUNCTOTAL		\$ -		\$ 687,070.75	\$ 687,070.75
GRANDTOTAL		\$ -		\$ 687,070.75	\$ 687,070.75

Gadsden County School Board
 394 Class Size Reduction Fund Estimated Revenue
 Budget Amendment Number
 Twenty-Six

394 REVENUE OBJECT	ESTIMATED REVENUE 4/22/10	BUDGET AMENDMENT NUMBER TWENTY-SIX	ENDING ESTIMATED 4/22/2010
GRAND TOTAL	\$ -	\$ -	\$ -

\$ 687,070.75 in undesignated fund balance will be appropriated

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 8a

DATE OF SCHOOL BOARD MEETING: April 27, 2010

TITLE OF AGENDA ITEMS: IRS Section 125 Compliance

DIVISION: Insurance Committee and Finance Department

PURPOSE AND SUMMARY OF ITEMS:

The District issued an advertised Request for Proposals for IRS Section 125 Compliance and received two bids as shown below:

Fringe Benefits Management Company – see attached excerpt from proposal
AFLAC – see attached excerpt from proposal

Both companies made presentations before the Insurance Committee on April 13, 2010, during which they described their services and the related costs.

After a thorough review of the data, the Insurance Committee unanimously recommends that AFLAC be awarded the contract for IRS Section 125 Compliance.

FUND SOURCE: All Funds with Payroll

AMOUNT: -0- to School Board; \$4.00/month for employees who enroll in Flexible Spending Program beginning October 1, 2010 due to use of Flexible Spending Card

PREPARED BY: Bonnie Wood

POSITION: Assistant Superintendent for Business Services

SECTION 4

BACKGROUND & UNDERWRITING INFORMATION

A. PLAN CHARACTERISTICS:

Please take all of the following into consideration in your proposal:

All active, full-time employees are eligible to participate in the Section 125 Cafeteria Plan. This is optional coverage paid 100% by the employee.

The following reflects the total number of full-time employees in this school district for the 2009/2010 school term, as of January 26, 2010:

• Classroom teachers and Other Certified	494.5
• Administrators	47.5
• Non-Instructional	430.0
TOTAL	972.0

The Cafeteria Plan allows full time employees to choose tax-free benefits from a "menu" of items. The premiums for the benefits chosen are paid through a salary reduction agreement.

Cafeteria Plan includes:

- Premium Conversion
- Flexible Spending Accounts
- Medical Reimbursement Accounts
- Dependent Care Reimbursement Account

FBMC confirms its understanding of the plan design and of its intent to continue to administer the program as represented in this solicitation.

B. RATE HISTORY:

	2008-2009	2009-2010
Administration Fee	\$.50/ month per employee	\$.50/ month per employee
Cafeteria Plan	\$.50 per item per month/ \$1.00	\$.50 per item per month/ \$1.00
Conversion Fee	5% of eligible premiums	5% of eligible premiums

FBMC is quoting two options for the District's consideration:

Option 1: FBMC is awarded this Section 125 RFP and the Life Insurance RFP

FBMC will waive all Section 125 fees, outlined in the Rate History chart above (excluding Vision and Hospital Income commissions), and will continue to provide all Section 125 services outlined in its proposal.

Option 2: FBMC is awarded this Section 125 RFP but not the Life Insurance RFP:

FBMC's fee quotation, as outlined in the above Rate History chart for the 2009-2010 periods, will remain unchanged.

C. PLANS REQUESTED:

Proposers are requested to submit their best offer.

Any change in benefits or alternative plan design must be fully explained.

FBMC is proposing no changes in benefits or plan design.

D. ELIGIBILITY & BILLING:

The vendor awarded the contract is required to provide monthly billings by division, of actives (Instructional, Non-Instructional & Administration).

FBMC confirms its understanding. All administrative fees are 100% employee-paid and are included in payroll deductions on a per-pay-period basis.

E. DATA & REPORTING REQUIREMENTS:

Each proposer must confirm that they will provide, at a minimum, the following reports on a monthly basis:

a. Enrollment by plan and status.

FBMC confirms it will provide this report.

b. Reconciliation and discrepancy reports.

FBMC will perform a reconciliation upon receipt of each payroll deduction and eligibility data file from the District. Discrepancies will be identified by the system and a report will be prepared and provided to the District on a per-pay-period basis. Please see *Exhibit B* for a sample report.

c. List of employees with coverage as least quarterly.

FBMC confirms it will provide this report.

F. OTHER:

What is the A.M. Best rating of the insurer?

FBMC is not an insurer, so this rating is not applicable. FBMC is an *independent* benefits manager and administrator. We do not have obligatory contractual relationships with insurance companies and we are not owned by any insurance companies or financial services entities.

FBMC is among the nation's 75 largest insurance brokerage firms and secures all insurance benefits for its clients, relying on independent relationships with approximately 50 insurance providers. Our average voluntary benefits program client has 14,054 employees. We are ranked 79th in the "100 Largest Brokers of US Business" list; source, 2009 *Business Insurance* survey.

FBMC's DUNS number is 18-900-2850.



**We've got you
under our wing.SM**

UNDERSTANDING YOUR CHALLENGES

COST

We're offering our Section 125 Cafeteria Plan administration and Flexible Spending Accounts to you at no direct cost. Though it may sound too good to be true, implementing Aflac Wingspan Cafeteria Plan costs you nothing—Aflac has waived the initial set-up fee of \$450.00.

There is a service fee of \$3.00 per participant, per month for one or both Flexible Spending Accounts. There is an additional \$1.00 per participant charge for use of the Aflac Now Card. These charges can be paid by you or the participants. All fees are subject to review upon the plan anniversary date.

BENEFIT DESIGN

IRS Code Section 125 contains very specific requirements for documentation and maintenance of the program. While you are responsible for maintaining plan compliance with federal and state regulations, Aflac has made and continues to make every effort to develop and provide documentation and services necessary to satisfy the IRS requirements.

QUALITY MEASURES

There are three key interactions that are critical for Aflac to effectively manage satisfaction levels: the enrollment process, claims handling, and service delivery through our Customer Service Center. These three customer touch points are also our most frequent sources of interaction, making them particularly important in shaping customer satisfaction. Aflac's performance indicators are benchmarked against our own historical data and industry standards.

SERVICE ABILITY AND SERVICE HISTORY

When it comes to Flexible Spending Accounts, we have the breadth of experience your employees need. With 220,000 Aflac Wingspan Cafeteria Plan Accounts and a successful track record with your employees, we have the qualifications necessary to best serve your employees.

FACILITIES

All administrative functions are performed at Aflac Worldwide Headquarters located in Columbus, Georgia. You will also have a local team of agents under the direction of Aflac Regional Sales Coordinator, Daniel Adams, to help assist with education, enrollment, claims, and day-to-day needs you may have.

DATA REPORTING

During the plan year, Aflac systematically images and retains all reimbursement requests as they are submitted. We provide monthly and Aflac Annual Reports of account activity to you.

PROMPT PAYMENT

Our experience enables us to turn Flexible Spending Account claims around within 24 hours of receipt, on average.



**We've got you
under our wing.SM**

INVESTIGATION AND MONITORING OF CLAIMS

Aflac Benefit Services adheres to and processes claims according to Section 125 guidelines. Section 125 guidelines also determine eligibility of benefits for Flexible Spending Accounts. Only claims eligible under Section 213 of the Internal Revenue Code are considered. You may also place further claims limitations on claims processing in your cafeteria plan documents.

Our Internal Audit Department conducts audits on Flexible Spending Account participants or on the entire group, if requested by you. Further, if an audit need is recognized within the department, Aflac will take the initiative to request that an audit be performed.

COMPLIANCE

Making sure you are compliant with current insurance and I.R.S. regulations can be confusing. Where do you start? Who do you need to talk to? Do you need a lawyer? How much will that cost?

Aflac has a full-time staff dedicated to government relations. This means we can keep you updated on the most current regulations. Our legal team makes sure our documents are compliant with state and federal regulations—one less thing for you to worry about or pay for.

BILLING

Invoices for service fees are issued monthly and are due by the tenth of each month. The minimum fee is \$25.00 per month. You will continue to be responsible for deducting and remitting Aflac's individual insurance plan premiums, paid for by your employees, to Aflac in the format currently established.

FINANCIAL STRENGTH

It's no secret that the nation as a whole is currently facing troubled economic times. But, you can rest assured that Aflac's financial ability to back our policyholders and their policies is stronger than ever. Under the leadership of Chairman and CEO Daniel P. Amos, Aflac has total assets exceeding \$79 billion, with annual revenues surpassing \$16.5 billion (Aflac Annual Report, December 31, 2008).

STRONG AND STABLE

We are more than words. Our strong financial ratings back up our continuing ability to support you and your employees for the long haul. Here are our most recent ratings:

- A.M. Best A+ (Superior) (February 2009)
- Standard & Poor's AA- in insurer financial strength (January 23, 2009)
- Moody's Aa2 (Excellent) in insurer financial (February 2009)

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 8b

DATE OF SCHOOL BOARD MEETING: April 27, 2010

TITLE OF AGENDA ITEM: Head Start Cost-of-Living Adjustment Funds

DIVISION: Head Start

_____ This is a CONTINUATION of a current project, grant, etc.

PURPOSE AND SUMMARY OF ITEM:

Proposal for 1.84% Head Start Cost-of-Living Adjustment (COLA) funds

FUND SOURCE: Head Start (Federal)

AMOUNT: \$14,640.00

PREPARED BY: Carolyn Harden *CH*

POSITION: Head Start/Prekindergarten Program Director *Sony's Bridge*

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

_____ Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered _____

CHAIRMAN'S SIGNATURE: page(s) numbered 1 and 15

This form is to be duplicated on light blue paper.

REVIEWED BY: *cla* Cathy L. Austin, AA for HS/Pre-K

2010 APR 13 PM 3:59

CHILDREN'S SCHOOL PROGRAM
OFFICE OF THE SUPERINTENDENT
STATE OF TEXAS

**APPLICATION FOR
FEDERAL ASSISTANCE**

Version 7/03

1. TYPE OF SUBMISSION: Application <input type="checkbox"/> Construction <input checked="" type="checkbox"/> Non-Construction		<input type="checkbox"/> Pre-application <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction	2. DATE SUBMITTED	Applicant Identifier 04CH0241
			3. DATE RECEIVED BY STATE	State Application Identifier
			4. DATE RECEIVED BY FEDERAL AGENCY	Federal Identifier
5. APPLICANT INFORMATION				
Legal Name: Gadsden County School Board Head Start			Organizational Unit: Department: Elementary Education	
Organizational DUNS:			Division: Public School	
Address: Street: 35 Martin Luther King Jr. Blvd.			Name and telephone number of person to be contacted on matters involving this application (give area code) Prefix: Mrs. First Name: Carolyn	
City: Quincy			Middle Name Jean	
County: Gadsden			Last Name Harden	
State: FL		Zip Code 32351	Suffix:	
Country: United States of America			Email: harden_c@firn.edu	
6. EMPLOYER IDENTIFICATION NUMBER (EIN): 59-6000615			Phone Number (give area code) (850) 627-3861	Fax Number (give area code) (850) 875-8790
8. TYPE OF APPLICATION: <input type="checkbox"/> New <input type="checkbox"/> Continuation <input checked="" type="checkbox"/> Revision If Revision, enter appropriate letter(s) in box(es) (See back of form for description of letters.) Other (specify) <input type="checkbox"/> A <input type="checkbox"/>			7. TYPE OF APPLICANT: (See back of form for Application Types) H Other (specify)	
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: TITLE (Name of Program): 93-600			9. NAME OF FEDERAL AGENCY: Region IV Region-Ofc. of Children & Families	
12. AREAS AFFECTED BY PROJECT (Cities, Counties, States, etc.): Gadsden County, Florida			11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT: 1.84% Permanent COLA	
13. PROPOSED PROJECT Start Date: 12/01/09 Ending Date: 11/30/10			14. CONGRESSIONAL DISTRICTS OF: a. Applicant 2 b. Project 2	
15. ESTIMATED FUNDING:			16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?	
a. Federal	\$	14,640	a. Yes. <input type="checkbox"/> THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON	
b. Applicant	\$	3,660	DATE:	
c. State	\$		b. No. <input checked="" type="checkbox"/> PROGRAM IS NOT COVERED BY E. O. 12372	
d. Local	\$		<input type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW	
e. Other	\$		17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?	
f. Program Income	\$		<input type="checkbox"/> Yes If "Yes" attach an explanation. <input checked="" type="checkbox"/> No	
g. TOTAL	\$	18,300		
18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.				
a. Authorized Representative				
Prefix Mr.		First Name Isaac		Middle Name
Last Name Simmons			Suffix	
b. Title School Board Chairman			c. Telephone Number (give area code) (850) 627-9651	
d. Signature of Authorized Representative			e. Date Signed	

BUDGET INFORMATION - Non-Construction Programs

OMB Approval No. 0348-0044

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. PA22	93.600	\$	\$	\$ 14,640.00	\$ 3,660.00	\$ 18,300.00
2.						0.00
3.						0.00
4.						0.00
5. Totals		\$ 0.00	\$ 0.00	\$ 14,640.00	\$ 3,660.00	\$ 18,300.00

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1) HS Full Allocation	(2)	(3)		
a. Personnel	\$	\$	\$	\$	0.00
b. Fringe Benefits					0.00
c. Travel					0.00
d. Equipment					0.00
e. Supplies	4,587.00				4,587.00
f. Contractual	9,500.00				9,500.00
g. Construction					0.00
h. Other					0.00
i. Total Direct Charges (sum of 6a-6h)	14,087.00	0.00	0.00	0.00	14,087.00
j. Indirect Charges	553.00				553.00
k. TOTALS (sum of 6i and 6j)	\$ 14,640.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 14,640.00
7. Program Income	\$	\$	\$	\$	0.00

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Standard Form 424A (Rev. 7-97)
Prescribed by OMB Circular A-102

SECTION C - NON-FEDERAL RESOURCES				
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS
8.	\$ 3,660.00	\$	\$	\$ 3,660.00
9.				0.00
10.				0.00
11.				0.00
12. TOTAL (sum of lines 8-11)	\$ 3,660.00	\$ 0.00	\$ 0.00	\$ 3,660.00

SECTION D - FORECASTED CASH NEEDS					
	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$ 14,640.00	\$ 7,320.00	\$ 2,440.00	\$ 2,440.00	\$ 2,440.00
14. Non-Federal	3,660.00	915.00	915.00	915.00	915.00
15. TOTAL (sum of lines 13 and 14)	\$ 18,300.00	\$ 8,235.00	\$ 3,355.00	\$ 3,355.00	\$ 3,355.00

SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT				
(a) Grant Program	FUTURE FUNDING PERIODS (Years)			
	(b) First	(c) Second	(d) Third	(e) Fourth
16.	\$	\$	\$	\$
17.				
18.				
19.				
20. TOTAL (sum of lines 16-19)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

SECTION F - OTHER BUDGET INFORMATION	
21. Direct Charges: 14,087.00	22. Indirect Charges: 553.00
23. Remarks:	

Narrative

2010 Cost-Of-Living-Funds

The Gadsden County Head Start staff is paid according to the Gadsden County School District's salary schedule and is part of the Collective Bargaining unit. During the 2009-2010 school year, the school district's employees did not receive a salary increase, and a wage comparability study for the District's school employees and Head Start staff was completed. Due to the status of the economy across the state of Florida, the study revealed that Head Start salaries were comparable to other salaries in surrounding counties. To give Head Start staff a cost-of-living increase at this time, would put staff salaries out of line with similar positions in the school district, thereby undermining the collective bargaining process, and would not be in the best interest of the Head Start Program (salary schedule and wage comparability study attached).

In lieu of a salary increase for staff, at this time, the Gadsden County School District's Head Start Program would like to request authorization to use available cost-of-living funds for the following purposes: to increase funds in dental budget, to increase funds in disability budget, and to cover the increased cost of supplies, both office and classroom.

Providing adequate dental services to children in the Gadsden County Head Start Program has been a challenge for many years. Until about 9 months ago, there was no dentist in Gadsden County that accepted Medicaid. Families and Head Start staff had to travel approximately 50 miles one way, to surrounding counties to obtain dental services for the children. Finally, after much negotiation, the Health Department was able to secure the services of two dentists. Families are now able to go to the local Health Department and receive much needed dental services. Although most of the children are on Medicaid, there are still families who need assistance with the cost of dental services for their children. If we are allowed the opportunity to increase funds in our dental budget, this will help ensure that there are ample funds to cover the cost of dental services for children who are not insured.

The Gadsden County Head Start Program would also like to request an increase in funds to ensure children with disabilities continue to receive timely and quality services. Disability services are now being provided through the school district. However, in some instances, services outside of the local school district may become necessary. We have seen an increase in the need to provide more services to Head Start teachers and children that address the challenging behaviors of children. Some of the continued challenges that our program is facing are children who are exposed to chronic violence or substance abuse, children whose parents are incarcerated, and children from families in crisis. We will continue to provide services through our Mental Health Consultant and our local mental health agency.

Lastly, the Gadsden County Head Start Program would like to request funds to cover the increased cost of office and classroom supplies. We would like to be able to continue to provide all of the necessary program supplies needed to ensure staff and children have sufficient items to operate efficiently.

**In-Kind Matching Funds
2009-2010**

In-Kind provided by the State of Florida Voluntary Prekindergarten Program.

Funding for 2 Head Start children @ \$2429.00 per child

Total In-Kind Match: \$4,858.00

**1.84% Permanent Cost-of-Living Adjustment (COLA) Request
Fiscal Year 2010**

Cost-Of-Living Adjustment:

Budget:

Increase funds in Dental Budget:	\$6,000.00
Increase funds in Disability Budget:	\$3,500.00
Funds to cover the increased cost of supplies (office and classroom):	\$4,587.00
Indirect Cost:	\$553.00
Total Cost:	\$14,640.00

In-Kind Matching Funds:

In-Kind provided by the State of Florida Voluntary Prekindergarten Program.

Funding for 2 Head Start children @ \$2429.00 per child	\$4,858.00
Total In-Kind Match:	\$4,858.00

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES COMPENDIUM OF REQUIRED CERTIFICATIONS AND ASSURANCES

SF 424B ASSURANCES - NON-CONSTRUCTION PROGRAMS

Note: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

- 1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of the project described in this application.*
- 2. Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.*
- 3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.*
- 4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.*
- 5. Will comply with the intergovernmental Personnel Act of 1970 (42 U.S.C. 4278-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 CFR 900, Subpart F).*
- 6. Will comply with all Federal statutes relating to non-discrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the bases of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to non-discrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to non-discrimination on the bases of alcohol abuse or alcoholism; (g) 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of the alcohol and drug abuse patient records; (h) Title VII of the Civil Rights Act of 1968 (42 U.S.C. 3601 et seq.), as amended, relating to non-discrimination in the sale, rental or financing of housing; (i) any other non-discrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other non-discrimination statute(s) which may apply to the application.*
- 7. Will comply, or has already complies, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or Federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.*

8. Will comply with the provisions of the Hatch Act (5 U.S.C. 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. 276a to 276a-7), the Copeland Act (40 U.S.C. 276c and 18 U.S.C. 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333), regarding labor standards for Federally assisted construction subagreements.

10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.

11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. 1451 et seq.); (f) conformity of Federal actions to State (Clear Air) Implementation Plans under Section 176(c) of the Clear Air Act of 1955, as amended (42 U.S.C. 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205)

12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.

13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-1 et seq.).

14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.

15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.

16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4801 et seq.) which prohibits the use of lead based paint in the construction or rehabilitation of residence structures.

17. Will cause to be performed the required financial and compliance audits in accordance with the single Audit Act of 1984.

18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing this program.

DRUG-FREE WORKPLACE REQUIREMENTS GRANTEES OTHER THAN INDIVIDUALS

By signing and/or submitting this application or grant agreement, the grantee is providing the certification set out below.

This certification is required by regulations implementing the Drug-Free Workplace Act of 1988, 45 CFR, Part 76, Subpart F. The regulations published in the January 31, 1989 Federal Register, require certification by grantees that they will maintain a drug-free workplace. The certification set out below is a material representation of fact upon which reliance will be placed when HHS determines to award the grant. False certification or violation of the certification shall be grounds for suspension of payments, suspension or termination of grants, or government-wide suspension or debarment.

Workplaces under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.

Workplace identifications must include the actual address of buildings (or parts of building) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g. all vehicles of a mass transit authority of State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio studios).

If the workplace identified to HHS changes during the performance of the grant, the grantee shall inform the agency of the change(s), it previously identified the workplaces in question (see above).

Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules:

"Controlled substance" means a controlled substance in Schedules I through V of the Controlled Substances Act (21 USC 812) and as further defined by regulations (21 CFR, 1308.11 through 1308.15). "Conviction" means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes; "Criminal drug statute" means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing use, or possession of any controlled substance; "Employee" means the employee of a grantee directly engaged in the performance of work under a grant including: (i) All "direct charge" employees; (ii) all "indirect charge" employees unless their impact of involvement is insignificant to the performance of the grant; and (iii) temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of subrecipients or subcontractors in covered workplaces).

The grantee certifies that it will provide a drug-free workplace by:

- a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- b) Establishing a drug-free awareness program to inform employees about:
 - (1) The dangers of drug abuse in the workplace;
 - (2) The grantee's policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation, employee assistance programs; and

- (4) *The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;*
- c) *Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);*
- d) *Notifying the employee in the statement required by paragraph (a) that as a condition of employment under the grant, the employee will:*
 - (1) *Abide by the terms of the statement; and*
 - (2) *Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction;*
- e) *Notifying the agency in writing within ten days after receiving notice under subparagraph (d)(2), from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;*
- f) *Taking one of the following actions within 30 days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted:*
 - (1) *Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or*
 - (2) *Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency.*
- g) *Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a) through (f).*

CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE

Public Law 103-227, also known as the Pro-Children Act of 1994 (Act), requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provision of health, day care, early childhood development services, education or library services to children under the age of 18, if the services are funded by Federal program either directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee. The law also applies to children's services that are provided in indoor facilities that are constructed, operated, or maintained with such Federal funds. The law does not apply to children's services provided in private residences; portions of facilities used for inpatient drug or alcohol treatment; service providers whose sole source of applicable Federal funds in medicare or medicaid; or facilities where WIC coupons are redeemed. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000 for each violation and/or the imposition of an administrative compliance order on the responsible entity.

By signing this certification, the offeror/contractor (for acquisitions) or applicant/grantee (for grants) certifies that the submitting organization will comply with the requirements of the Act and will not allow smoking within any portion of any indoor facility used for the provision of services for children as defined by the Act.

The submitting organization agrees that it will require that the language of this certification be included in any subawards which subrecipients shall certify accordingly.

CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS - PRIMARY COVERED TRANSACTIONS

By signing and submitting this proposal, the applicant, defined as the primary participant in accordance with 45 CFR Part 76 certifies to the best of his or her knowledge and believe that it and its principals:

- (a) are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transaction by any Federal Department or agency;*
- (b) have not within a 3-year period preceding this proposal been convicted or had a civil judgement rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction: violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statement, or receiving stolen property;*
- (c) are not presently indicted or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1) (b) of this certification; and*
- (d) have not within a 3-year period preceding this application/proposal had one or more public transaction (Federal, State or local) terminated for cause or default.*

The inability of a person to provide the certification required above will not necessarily result in denial of participation in this covered transaction. If necessary, the prospective participant shall submit an explanation of why it cannot provide the certification. The Department of Health and Human Services' (HHS) determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.

The prospective primary participant agrees that by submitting this proposal, it will include the clause entitled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," provided below without modification in all lower tier covered transactions.

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION - LOWER TIER COVERED TRANSACTIONS (TO BE SUPPLIED TO LOWER TIER PARTICIPANTS)

By signing and submitting this lower tier proposal, the prospective lower tier participant, as defined in 45 CFR, Part 76, certifies to the best of its knowledge and belief that it and its principals:

- (a) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.*
- (b) where the prospective lower tier participant is unable to certify to any of the above, such prospective participant shall attach an explanation to this proposal.*

The prospective lower tier participant further agrees by submitting this proposal that it will include this clause entitled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," without modification in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

**CERTIFICATION REGARDING LOBBYING
FOR CONTRACTS, GRANTS, LOANS
AND COOPERATIVE AGREEMENTS**

The undersigned certifies to the best of his or her knowledge and belief, that:

- (1) No Federal appropriate funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of congress, an officer or employee of congress, or an employee of a member of congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person influencing or attempting to influence an officer or employee of an agency, a member of congress, an officer or employee of congress, or an employee of a member of congress in connection with this Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

I hereby agree to the above certifications and assurances.

Signature of Certifying Official

Date

School Board Chairman

Title

Gadsden County School Board Head Start
Applicant Organization

**DISTRICT SCHOOL BOARD OF GADSDEN COUNTY
 CERTIFICATION AND REQUEST FOR AUTHORIZED INDIRECT COST RATE
 PLAN A**

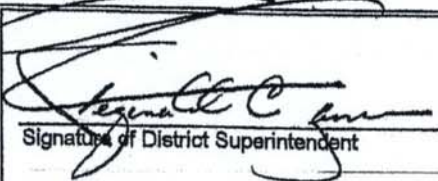

I certify that the information contained herein has been prepared in accordance with the instructions issued by the State of Florida Department of Education, conforms with the criteria in OMB Circular A-87, EDGAR, and CFR, Title 34, and is correct to the best of my knowledge and belief. No costs other than those incurred by this agency have been included in the indirect cost rate application. The same costs that have been treated as indirect costs have not been and will not be claimed as direct costs, and similar types of costs have been accorded consistent treatment. All expenditures detailed on the application form have been made, and records supporting them have been maintained and are available for audit.

We hereby apply for the following indirect cost rate:

Federal Programs - Restricted with Carry Forward 3.84%

see below


I further certify that all data on this form are referenced to the District Superintendent's Annual Financial Report to the Florida Commissioner of Education, ESE 145, and other pertinent financial records, for Fiscal Year 2006-2007, in conformance with the manual, Financial and Program Cost Accounting and Reporting for Florida Schools, and that all General Fund and Special Revenue Funds expenditures have been used.

 _____ Signature of District Superintendent	 _____ Signature of Finance Officer
<i>May 19, 2009</i> _____ Date Signed	<i>5/19/09</i> _____ Date Signed

Your proposal has been accepted and the following rate approved:

Federal Programs - Restricted with Carry Forward 3.78

These rates become effective July 1, 2008, and remain in effect until June 30, 2009, and will apply to all eligible federally assisted programs as appropriate.

 _____ Signature of Comptroller, Florida Department of Education	<i>7/15/09</i> _____ Date Signed
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GADSDEN COUNTY SCHOOL BOARD SALARY SCHEDULE

2007 – 2008

Reginald C. James, Superintendent
35 Martin L. King, Jr. Boulevard . Quincy, Florida 32351
(850) 627-9651 . Fax: (850) 627-2760
<http://www.gcps.k12.fl.us>

Board Approved – December 18, 2007

2007 – 2008 ADMINISTRATIVE/ADMINISTRATIVE SUPPORT

	PAY GRADE	MIN. SALARY	MAX. SALARY
Electronics Technician, Instructional Media, Recruiter/Counselor, Single/Displaced Homemaker	1	28,947	34,235
AmeriCorps Program Coordinator, Coordinator of Custodial Services, Data Processing Coordinator, Homeless Liaison Coordinator, Human Resource Specialist, Inventory Control Specialist, Pre-K Resource Coordinator	2	35,182	48,823
AmeriCorps Program Director, Audiologist/Social Services Community Affairs/Public Relations, Coordinating Specialist, Coordinator, Occupational Therapist, Physical Therapist, Program Specialist, Psychologist, *Safety/Investigation Coordinator, Social Worker, Technology Specialist, Technology Training Specialist, Visiting Teacher	3	41,621	63,828
Assistant Principal	4	43,344	57,502
Assistant Comptroller	5	53,374	71,611
School Principal			
Elementary		59,200	72,200
Middle		62,200	75,200
High school	5	66,200	79,200
Supervisor	6	54,082	71,014
Director	7	59,542	72,521
Assistant Superintendent	8	64,831	77,579
Deputy Superintendent	9	70,118	82,989

*A basic salary incentive payment in the amount of \$95.00 per month shall be paid in accordance with F.S. 943.22.

This salary schedule is based on 245 days of employment per year. Salaries for employees working less than 245 days per year will be pro-rated based on the number of days contracted.

Newly hired administrators in any of the listed positions shall be placed on the salary schedule by the Superintendent based on qualifications, previous experience, and/or job performance, with the maximum of twenty percent above the minimum salary for the pay grade allowable. All Assistant Principals will work 219 days (11 months) per year.

SPECIAL NOTE: A 5% performance pay supplement will be added to this base salary schedule for school based administrators who demonstrate outstanding performance as indicated in the Gadsden County Performance Pay Plan.

**MISCELLANEOUS SALARY SCHEDULE
2007-2008**

SUBSTITUTE TEACHERS

	PER DAY	PER HOUR
Masters Degree or Equivalent	\$72.00	\$9.8362
Bachelors Degree or Equivalent	\$67.00	\$9.1336
Associate Degree or Equivalent	\$57.00	\$7.7285
Less than Two Years of College	\$52.00	\$7.0258

WORKSHOPS: - All daily rates based on 6 hours participation

Instructional: Participants will be paid their normal hourly salary rate for workshops conducted after hours and on weekends.

Conducting Workshop/Consultant \$52.00 per hour

*Workshops and Special Duty Funded by Special Grants:

Participants may be paid up to but not to exceed their normal hourly salary rate, as called for in the specific grant.

Non-Instructional:

School Food Service Managers \$62.00 per day
All Other Non-Instructional Employees \$52.00 per day
Conducting Workshop/Consultant \$52.00 per hour

SUBSTITUTE BUS DRIVERS: \$38.00 per Day

NON-INSTRUCTIONAL SUBSTITUTES OTHER THAN BUS DRIVERS: Minimum Wage

HALF TIME EMPLOYEES: Half time employees will be expected to work one-half of the hours normally expected of a full time employee in the same work assignment. Salary will be one-half that of the full time position. Half time employees will earn retirement and social security benefits only. Half time employees are not eligible for annual leave or sick leave pursuant to School Board Policies 6.541, 6.543, and 6.549.

ADULT EDUCATION: All salaries paid at hourly rate according to applicable salary schedule for the current school term.

COMMUNITY EDUCATION/AFTER SCHOOL : Salary Range: Minimum Wage to \$12.00 per hour

SUMMER SCHOOL: All salaries paid at hourly rate according to applicable salary schedule for the preceding school term.

**NON-INSTRUCTIONAL SALARY SCHEDULE – CLASSIFIED EMPLOYEES
2007 – 2008**

POSITION	NO. DAYS	YEARS						
		0	1-3	4-7	8-11	12-15	16-19	20 up
Food Service Manager (1-500 Average Daily Participation)	185	15655	16783	17906	19031	20156	21283	22408
Food Service Manager (551 Up Average Daily Participation)	185	16611	17736	18860	19985	21111	22236	23363
Secretary I Elementary School Secretary	245	22896	23621	24345	25072	25793	26518	27240
Secretary II Middle School Secretary Computer Operator I	245	23417	24143	24866	25591	26315	27039	27765
Secretary III Senior High School Secretary Certification Specialist	245	24339	25063	25787	26512	27234	27960	28682
Executive Secretary I Office Manager Computer Operator II	245	25486	26212	26933	27661	28385	29106	29833
Executive Secretary II Staff Assistant Personnel Specialist	245	26128	26852	27579	28300	29026	29749	30475
Account Clerk I Computer Operator III	245	27712	28434	29160	29884	30607	31333	32054
Account Clerk II Pre-K Program Assistant	245	28752	29479	30201	30926	31648	32373	33096
Account Clerk III Executive Secretary to Supt. & Board	245	30823	31547	32271	32994	33717	34443	35167
Administrative Assistant Computer Programmer Information Service Specialist Chief Account Clerk Warehouse Foreman	245	35499	36729	37961	39195	40430	41666	42897

Part-Time Employees: Salary Range = Minimum Wage to \$12.00 per hour.

Salaries shown are annual amounts based on the number of days indicated. Positions requiring less work days than those shown will be paid based on the daily rate for the classification times the number of days employed during the regular employment period. All salaries are based on eight (8) hours per day of employment.

The Superintendent may recommend that a new employee be credited with a maximum of ten years of previous experience, based upon the individual's job training and/or knowledge of the position for which employed.

The Superintendent may recommend that an employee be placed in a lower step than to which he/she might normally be placed, or held at the salary paid for the previous year, based upon limited experience and/or failure to perform his/her duties in a satisfactory manner.

NOTE: Classified employees are those non-instructional employees who are not included in the non-instructional bargaining unit.

**INSTRUCTIONAL SALARY SCHEDULE
2007 - 2008**

STEP	BACHELORS/ VOCATIONAL	MASTERS	SPECIALIST IN EDUCATION	DOCTORAL
00	30910	32178	32729	33391
01	31145	32413	32964	33625
02	31380	32648	33199	33860
03	31615	32883	33434	34095
04	31853	33121	33672	34333
05	32092	33360	33911	34572
06	32335	33602	34153	34814
07	32576	33844	34395	35056
08	32946	34212	34764	35425
09	33312	34579	35130	35791
10	33751	35018	35569	36230
11	34186	35454	36005	36666
12	34623	35891	36442	37104
13	35189	36457	37008	37669
14	35817	37084	37635	38296
15	36447	37713	38265	38926
16	37078	38346	38897	39558
17	37713	38981	39532	40194
18	38349	39616	40167	40828
19	38987	40254	40806	41467
20	39627	40894	41445	42106
21	40260	41528	42079	42740
22	40916	42183	42734	43395
23	41686	42953	43504	44165
24	42464	43732	44283	44944
25	43547	44814	45365	46027
26	46208	47475	48026	48687

All salaries above are based on 196 days of teaching service. Any contract for less than 196 days will be pro-rated at a daily rate.

**INSTRUCTIONAL SUPPLEMENTAL SALARY SCHEDULE
2007-2008**

POSITION	ACTIVITY	
Athletic Director	Senior High	1546
	Middle	1236
Head Coach	Football-Sr. High	3091
	Football-Middle	2782
	Basketball-Sr. High	2782
	Basketball-Middle	1855
	Baseball-Sr. High	1855
	Baseball-Middle	1236
	Softball-Sr. High	1855
	Softball-Middle	1236
	Volleyball-Sr. High	1855
	Volleyball-Middle	1236
	Track & Field-Sr. High	1855
	Cross Country	1855
	Weightlifting-Sr. High	1236
	Wrestling-Sr. High	1236
	Track & Field-Middle	1236
Golf	1236	
Tennis	1236	
Soccer	1855	
Assistant Coach	Football-Sr. High	2164
	Football-Middle	1855
	Basketball-Sr. High	1855
	Volleyball-Sr. High	1236
	Baseball-Sr. High	1236
	Softball-Sr. High	1236
	Track-Sr. High	1236
Other Positions	Band Director-Sr. High	1855
	If Choral also, add	1236
	Choral Director-Sr. High	1546
	Band Director-Middle	1546
	If Choral also, add	927
	Choral Director-Middle	1236
	Band Director-Elementary	927
	Band Assistant	1236
	Majorette Sponsor - Sr. High	1236
	Varsity Cheerleader Sponsor-Sr. High	1546
	Jr. Varsity Cheerleader Sponsor-Sr.	1236
	Cheerleader Sponsor-Middle	1236
	Special Olympics Coordinator	1236
	Newspaper Sponsor-Sr. High/Middle	927
	Yearbook Sponsor-Sr. High/Middle	927
Student Council Sponsor-Sr. High	927	
Student Council Sponsor-Middle	927	

**APPENDIX A
GUIDE TO POSITIONS FOR APPENDIX A:
NON-INSTRUCTIONAL SALARY SCHEDULE,
DISTRICT/SCHOOL LEVEL, 2006-2009**

PAY GRADE 1:	Educational Aide, Clerical Assistant, Media Assistant, Parent Liaison, ESE Self Help Assistant-No College
PAY GRADE 2:	Educational Paraprofessional, Clerical Assistant, Media Assistant -AA Degree or Equiv.
PAY GRADE 3:	Educational Paraprofessional, Clerical Assistant, Media Assistant -Bachelors Degree
PAY GRADE 4:	Custodial Assistant, Bus Attendant
PAY GRADE 5:	Lead Custodian, Mechanic I, Warehouse Worker, Maintenance Assistant
PAY GRADE 6:	Bus Driver
PAY GRADE 7:	Cafeteria Worker
PAY GRADE 8:	Assistant Cafeteria Manager
PAY GRADE 9:	Receptionist-Xerox, Assistant Secretary
PAY GRADE 10:	Secretary I
PAY GRADE 11:	Secretary II
PAY GRADE 12:	Routing, Parts & Inventory Specialist, Head Custodian, Maintenance Worker
PAY GRADE 13:	Parts Manager, Mechanic II, Carpenter
PAY GRADE 14:	Audio Visual Equip. Technician, Boiler Mechanic, Electrician, Plumber, AC/Refrig.- Mechanic, Fire & Safety Inspector, Lead Mechanic
PAY GRADE 15:	Lead Plumbing/Gas Mechanic, Lead Electrician, Lead HVAC Refrigeration Mechanic, Lead Boiler Mechanic and Lead Carpenter

Salaries are annual amounts based on the number of days indicated. Positions requiring less work days than those shown will be paid based on the salary rate for the classification times the number of days employed during the regular employment period.

Salaries for food service employees are based on 7.5 hours per day. Rates for food service employees who are hired to work less than 7.5 hours per day shall be determined by dividing the applicable annual rate by 183 days and by 7.5 hours per day, then multiplying the hourly rate times the hours and days to be worked. Hours worked by school food service employees shall be at the discretion of the School Food Service Supervisor.

Cafeteria workers and assistant managers who were certified by the Florida School Food Service Association during the prior school year shall be paid \$150.00 bonus in August of the new school year, provided they are reemployed and included on the current membership roster of the Florida School Food Service Association.

Board Approved - December 18, 2007

One lunch is provided for school food service employees for 180 school days. One breakfast is provided for school food service employees who work in the breakfast program.

The Superintendent may recommend that a new employee be credited with a maximum of five years of previous experience, based upon the individual's job training and/or knowledge of the position for which employed. The Superintendent may recommend that an employee be placed in a lower step than to which he/she might normally be placed, or held at the salary paid for the previous year, based upon limited experience and/or failure to perform his/her duties in a satisfactory manner.

NOTE: APPENDIX A 1 HAS BEEN MERGED INTO THE APPENDIX A SALARY SCHEDULE AT VARIOUS PAY GRADES COMMENSURATE WITH THEIR FORMER SALARIES. ANY EMPLOYEES WHO ARE BEING PAID BEYOND THE MAXIMUM STEP ON THE SALARY SCHEDULE FOR THEIR PAYGRADE, WILL RECEIVE ONLY A 3% INCREASE TO THE SALARY BEING PAID IN 2006-07 AND WILL REMAIN OFF THE SALARY SCHEDULE UNTIL SUCH TIME THAT THEY RETIRE OR SEPARATE FROM SERVICE WITH THE DISTRICT.

NON-INSTRUCTIONAL SALARY SCHEDULE DISTRICT/SCHOOL-LEVEL 2007-2008

	TCHRAIDE	TCHRAIDE	TCHRAIDE	OTHTRANS	CSTODIAN	DRIVERS	FOODPREP	FOODSUPV	RECEPTION	SECRETARY	SECRETARY	OTHMAINT	MECHANIC	TECHNICN	OTHRMAINT
PAYGRADE	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Step															
0	15,967	16,762	17,623	16,498	19,521	10,397	12,784	13,845	22,332	23,128	23,658	22,597	26,841	27,902	32,676
1	16,126	16,922	17,983	16,856	19,891	10,582	12,890	13,951	22,555	23,361	23,924	22,958	27,265	28,380	33,905
2	16,285	17,080	18,141	16,816	19,860	10,769	12,997	14,057	22,777	23,594	24,189	23,318	27,669	28,856	34,935
3	16,444	17,240	18,301	16,974	20,029	10,954	13,103	14,164	23,000	23,828	24,454	23,680	28,114	29,334	35,965
4	16,604	17,399	18,460	17,134	20,199	11,139	13,209	14,270	23,223	24,061	24,719	24,040	28,538	29,811	36,993
5	16,762	17,528	18,619	17,293	20,369	11,325	13,315	14,376	23,446	24,295	24,985	24,401	28,963	30,289	38,023
6	16,922	17,717	18,778	17,452	20,539	11,511	13,421	14,482	23,668	24,528	25,249	24,781	29,387	30,766	39,052
7	17,080	17,887	18,938	17,611	20,709	11,697	13,527	14,588	23,892	24,761	25,515	25,122	29,811	31,244	40,082
8	17,240	18,035	19,096	17,771	20,878	11,882	13,633	14,694	24,114	24,995	25,780	25,483	30,236	31,721	41,112
9	17,399	18,195	19,256	17,929	21,048	12,067	13,739	14,800	24,337	25,228	26,046	25,844	30,660	32,199	42,141
10	17,558	18,354	19,414	18,089	21,218	12,254	13,845	14,906	24,560	25,462	26,310	26,204	31,084	32,676	43,171
11	17,717	18,513	19,574	18,247	21,388	12,439	13,951	15,012	24,783	25,695	26,576	26,565	31,509	33,154	44,200
12	17,877	18,672	19,733	18,407	21,558	12,625	14,057	15,118	25,005	25,928	26,841	26,925	31,933	33,631	45,230
13	18,035	18,831	19,892	18,566	21,727	12,810	14,164	15,224	25,228	26,162	27,107	27,287	32,357	34,108	46,260
14	18,195	18,990	20,051	18,725	21,897	12,997	14,270	15,331	25,451	26,395	27,371	27,647	32,782	34,585	47,338
15	18,354	19,150	20,211	18,884	22,067	13,182	14,376	15,437	25,674	26,629	27,637	28,008	33,206	35,063	48,318
16	18,513	19,308	20,369	19,044	22,237	13,367	14,482	15,543	25,896	26,862	27,902	28,368	33,631	35,540	49,348
17	18,672	19,468	20,794	19,414	22,703	13,553	14,588	15,649	26,523	27,095	28,167	29,175	34,055	36,495	50,398

**Head Start Prekindergarten
Wage Comparability Study
2008-09**

POSITION	Gad/Head Start	Program A FY 07-08	Program B FY 07-08	Program C FY 07-08	Program D FY 07-08	Program E FY 07-08	Program F FY 07-08	Program G FY 07-08
Director	\$59,542 - \$72,521	\$60,550- \$90,550	\$85,675	\$36,400 - \$54,891	\$67,046	\$65,000	\$39,000 - \$54080	\$68,738
Education Coordinator	\$35,182 - \$48,823	\$39,232 - \$60,164	\$33,705	\$23,920 - \$38,002	\$31,092	\$36,379	\$23,920 - \$37,440	\$61,355
Classroom Teacher	BS- \$30,910- \$46,208	BS- \$25,480 \$28,080 AS-\$17,805 \$18,616	\$35,430	\$18,720 - \$33,779	\$16,892 - \$19,151	\$16,948	\$21,840 - \$33,280	\$37,424
Teacher Assistants	\$15,967 - \$18,672	\$13,874 - \$19,760	\$15,930	\$15,600 - \$25,334	\$15,546	\$12,443	\$15,000 - \$24,960	\$21,114
Social Worker	\$27,000- \$38,731	\$39,232 - \$60,164	\$26,208 - \$42,549	\$16,440- \$25,334.	NA	NA	NA	NA
Resource Teacher	\$30,910 - \$46208	\$23,316 - \$24,918	\$38,721	\$18,720 - \$33,779	NA	NA	\$21,840 - \$33,280	\$37,424
Program Assistant	\$28,752 - \$33,096	\$23,316 - 24,918	\$20,13.21	\$18,720 - \$33,779	\$20,251	\$24,044	\$16,640 - \$24960	\$21,160- \$25,700
Administrative Assistant	\$35,499-\$42,897	\$35,138	\$49,594	\$17,608 - \$33,779	NA	NA	\$29,875	\$33,792
Family Service Workers	\$25,317	\$23,316 - \$24,918	\$20,133.21	\$16,640 - \$25,,334	\$20,251	\$24,044	\$16,640 - \$24,960	\$21,160- 25,700
Secretary	\$25,000	\$25,000	\$35,138.88	NA	\$20,163	\$13,478	NA	\$29,875
Family Service Coordinator	\$35052 - \$46,692	\$39,232 - \$60,164	\$33,705	\$23,920 - \$35,,901	\$31,092	\$36,379	\$23,920 - \$37,440	\$61,355
Bus Monitor	\$6,000- \$7,237	NA	\$6,817 - \$9240	\$7596	\$6.80 -10.25 per/hr	\$9128	NA	NA

Note: For confidentiality, specific identifying names of the area grantees used for wages comparisons have been withheld. However the wage survey included data from grantees in the Panhandle and Big Bend Region of north Florida including: Tri-County Head Start, Santa Rosa County School District, FSU Early Head Start, Capital Area Community Action Agency, Jackson County Schools, Okaloosa Comprehensive Head Start Child Development, Inc., Suwannee Valley Community Coordinated Child Care.

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 10a

DATE OF SCHOOL BOARD MEETING: April 27, 2010

TITLE OF AGENDA ITEM: Bid # 0910-12: Kitchen hood replacement at St. John Elementary

DIVISION: Facilities

 This is a CONTINUATION of a current project, grant, etc.

PURPOSE AND SUMMARY OF ITEM: For Board approval of lowest and best bid for replacing and bringing up to code the kitchen hood system at St. John Elementary School. (Please see attached items). Work will be done during summer break if approved.

FUND SOURCE: 378

AMOUNT: \$52,713.39

PREPARED BY: Wayne Shepard

POSITION: Director of Facilities

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

 Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered

CHAIRMAN'S SIGNATURE: page(s) numbered

Be sure that the COMPTROLLER has signed the budget page.

This form is to be duplicated on light blue paper.

MAINTENANCE DEPARTMENT

SCHOOL BOARD OF GADSDEN COUNTY

PLUMBING
ELECTRICAL

CARPENTRY
HVAC

805 SOUTH STEWART STREET, QUINCY, FLORIDA 32351 - (850) 627-9888 - FAX: (850) 875-8795

TO: Mr. Reginald C. James – Superintendent of Schools
FROM: *W.S.* Wayne Shepard – Director of Facilities
RE: St. John Elementary – kitchen hood replacement bid
DATE: April 7, 2010

We opened sealed bids for the replacement of the kitchen hood and fire suppression system at St. John Elementary kitchen on March 24, 2010 at 2:00 p.m.

We had sent out four (4) packages and received two bids back. The lowest and best bid for the School District was from Moore Warren Equipment Company out of Dothan Alabama. The District has purchased equipment from this company for the past 10-15 years. They were the kitchen subcontractor for Ajax Construction Company on the building of West Gadsden High School.

I have all the confidence in them that they will meet the specifications on this project.

I am recommending that we award the bid # 0910-12 for kitchen hood and fire suppression system replacement to Moore Warren Equipment Company- Dothan, Alabama.

If you have any questions please call me at 627-9888 or 545-7918.

c.c. Bonnie Wood
Dr. Sonja Bridges

GADSDEN COUNTY SCHOOL BOARD

St. John Elementary Kitchen Hood and Suppression System Replacement Bid #0910-12

Opening: Wednesday March 24, 2010 – 2:00 p.m.

initial received

BUSINESS NAME	MINORITY/ NON MINORITY	SWORN STATEMENT OF CRIMES	INSURANCE	BASE BID PRICE	SIGNATURE
H&M Food Equip. Sales & Svc., Inc. 1418 Leona St. Dothan, AL 36303 (334) 678-9191				no bid submitted	
Moore Warren Equip. Co. 1634 E. Main St. Dothan, AL 36301 (334) 794-4133	✓	✓	✓	\$52,713.39	
Kelly Sheet Metal 4711 Capital Circle SW Tall. FL 32305 (850) 878-1101	✓	✓	✓	\$55,280.00	
Parker Services 1600 Mill St. Tall. FL 32304 (850) 391-6157				no bid submitted	

Mary Statten 3/24/10

C. O'Donnell 3-24-2010

The School Board of Gadsden County



"Building A Brighter Future"

Reginald C. James
SUPERINTENDENT
OF SCHOOLS

35 MARTIN LUTHER KING, JR. BLVD.
QUINCY, FLORIDA 32351
TEL: (850) 627-9651
FAX: (850) 627-2760
www.gcps.k12.fl.us

The School Board of Gadsden County Florida is requesting sealed bids on the following project.

**KITCHEN HOOD AND SUPPRESSION SYSTEM REPLACEMENT FOR ST. JOHN
ELEMENTARY SCHOOL 4463 BAINBRIDGE HIGHWAY, QUINCY, FL 32351**

Drawings and specifications are available at the office of Wayne Shepard - Director of Facilities, 805 S. Stewart St., Quincy, FL 32351 between the hours of 7:30 A.M. and 4:00 P.M. (EST). Please call (850) 627-9888 with any questions.

Envelopes containing proposals must be marked on the outside as follows:

PROJECT: Kitchen hood system – St. John Elementary

BID NUMBER: 0910-12

DATE & TIME OF OPENING: Wednesday, March 24, 2010 @ 2:00 P.M. EST

COMPANY NAME: _____

Bid packages should be delivered or mailed to School Board of Gadsden County, 35 Martin Luther King Jr., Blvd., Quincy, FL 32351. Bids that are received after the date and time of opening will not be opened and will be returned to the vendor unopened.

The School Board of Gadsden County reserves the right to reject any part or all bids received and choose the bid that is best for the District.

All attachments to this bid must be filled out in their entirety and sent back with bid.

1. Minority / Non – Minority form
2. Sworn statement of public entity crimes
3. insurance requirements (initial received)

Eric F. Hinson
DISTRICT NO. 1
HAVANA, FL 32333

Judge B. Helms, Jr.
DISTRICT NO. 2
QUINCY, FL 32351
HAVANA, FL 32333

ISAAC SIMMONS, JR.
DISTRICT NO. 3
CHATTACHOOCHEE, FL 32324
GREENSBORO, FL 32330

Charlie D. Frost
DISTRICT NO. 4
GREENSBORO, FL 32330
QUINCY, FL 32352

ROGER P. MILTON
DISTRICT NO. 5
QUINCY, FL 32351

BOARD MEETS FOURTH TUESDAY OF EACH MONTH

HOOD INFORMATION																
HOOD NO.	MODEL	LENGTH	EXHAUST SYSTEM					SUPPLY AIR SYSTEM					HOOD CONSTRUCTION	DOOR OPTION		
			NO. COOKING TOPS	TOTAL COOL CFM	WIDTH	LENGTH	BIA	CFM	S.P.	TOTAL SUP. CFM	WIDTH	LENGTH		BIA	CFM	S.P.
1	5424	12' 0.00"	400 Dtg.	2400	10'	23'	2400	-1.022"	1900					430 SS	ALONE	FRONT
2	6024	12' 0.00"	400 Dtg.	2400	10'	23'	2400	-1.022"	1900				430 SS	ALONE	BACK	

HOOD INFORMATION																
HOOD NO.	TYPE	QTY	HEIGHT	LENGTH	QTY	TYPE	V/BRE CURVE	LOCATION	FAN SYSTEM				UTILITY CONNECTION		FIRE SYSTEM PIPING	HOOD WEIGHT
									TYPE	SIZE	MODEL #	QUANTITY	LOCATION	TYPE		
1	Captrate Solo Filter w/	4	15'	12'	8	Screw In Compact Fluores	NO	Left	ANAL RISE	36/36/13				Outside	YES	757 LBS
2	Captrate Solo Filter w/	4	15'	12'	8	Screw In Compact Fluores	NO	Right			25110FP	1 Light 1 Fan	Outside	YES	672 LBS	

HOOD OPTIONS	
HOOD NO.	OPTION
1	BACK STANDOFF (L&R) 6" Wide
2	FIELS WRAPPER 17.25" High Front, Left, Right
3	FIELS WRAPPER 17.25" High Front, Left, Right

PREPARED SUPPLY PIPING(S)									
HOOD NO.	POS.	LENGTH	WIDTH	HEIGHT	WIDTH	LENGTH	BIA	CFM	S.P.
1	Front	15'	12'	6"	6"	23'	2400	1.012"	1900
2	Front	15'	12'	6"	6"	23'	2400	1.012"	1900

EXHAUST FAN INFORMATION											
FAN UNIT NO.	FAN UNIT MODEL #	MODEL	TAG	CFM	S.P.	RPM	H.P.	#	VOLT	FLA	WEIGHT (LBS.)
1	NCA6HPFA	NCA6HPFA		2400	1.300	1300	1.300	1	230	15.2	169.41
2	NCA6HPFA	NCA6HPFA		2400	1.300	1300	1.300	1	230	15.2	169.41

HEATER/BLA FAN INFORMATION												
FAN UNIT NO.	FAN UNIT MODEL #	BLOWER	HOUSING	TAG	CFM	S.P.	RPM	H.P.	#	VOLT	FLA	WEIGHT (LBS.)
3	NSAUR-Q15	Q15	NSAUR15G		3040	0.500	979	1.500	1	230	15.2	325.77

FAN OPTIONS	
FAN UNIT NO.	OPTION (Qty. - Desc.)
1	1 - Grease Box
2	1 - Grease Box

CURB ASSEMBLIES		
NO.	ON FAN	ITEM
1	8 1	Curb 25.500"V x 25.500"L x 25.800"H 4.000/2.000 Pitch Vented Hinged
2	8 2	Curb 25.500"V x 25.500"L x 25.800"H Vented Hinged
3	8 3	Curb 32.500"V x 32.500"L x 14.000"H 4.000/2.000 Pitch

NOTE
IT IS RECOMMENDED NOT TO INSTALL HIGH VELOCITY DIFFUSERS OR STATIC RETURNS WITHIN TEN (10) FEET OF THE HOOD. PREPARED SUPPLIES ARE RECOMMENDED.

CAPTIVE-AIRE HOODS ARE BUILT IN COMPLIANCE WITH:



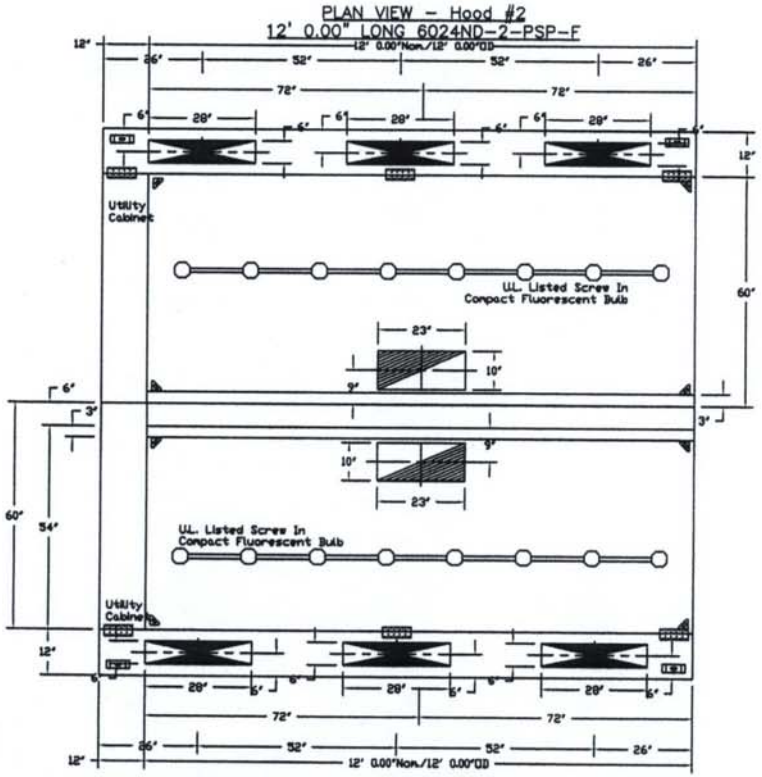
CUSTOMER APPROVAL TO MANUFACTURE:

Approved as Noted

Approved with NO Exception Taken

Revised and Resubmit

SIGNATURE _____ DATE _____



REVISIONS

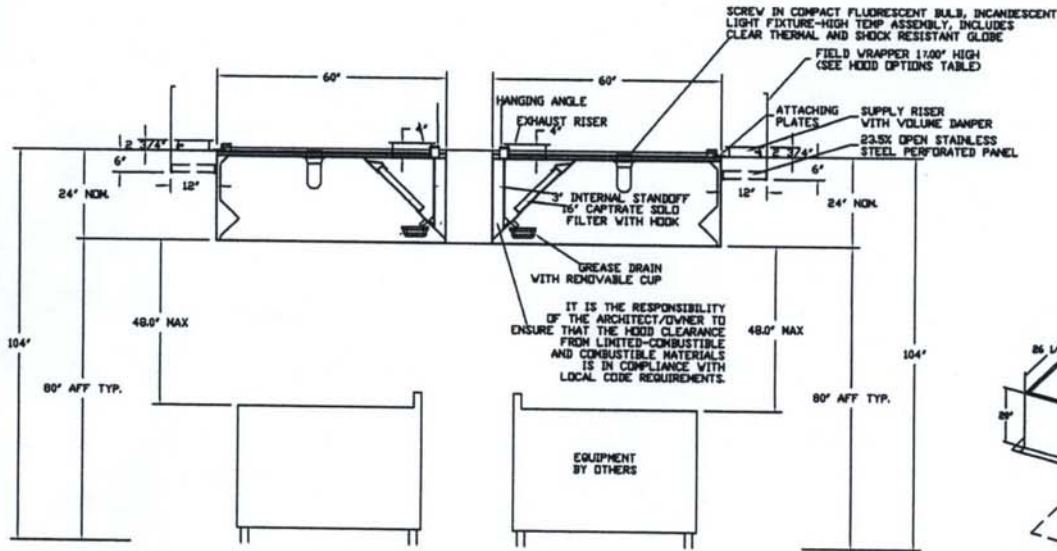
NO.	DATE	DESCRIPTION

CAPTIVE
INDUSTRIAL GROUP

ST JOHN ELEMENTARY SCHOOL
DOTHAN, AL

DATE: 2/16/2010
PROJECT: Hood-1-1101184
DRAWN BY: BL
SCALE: Not To Scale
HOOD:

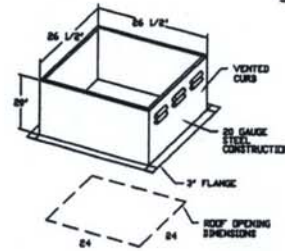
SHEET NO.
1



SECTION VIEW - MODEL 6024ND-2-PSP-F

CAL. B. SCANNETTA - EXHAUST FAN

CAL. B. SCANNETTA - EXHAUST FAN



FAN 80 HARDSHIP - SUPPLY FAN
 1. SUPPLY FAN WITH 0.75 INCH BLADES IN SIZE 80 HOUSING
 2. INTAKE REAR WITH 0.75 INCH FILTER
 3. DOWN BLOWDOWN - AIR FLOW RIGHT -> LEFT

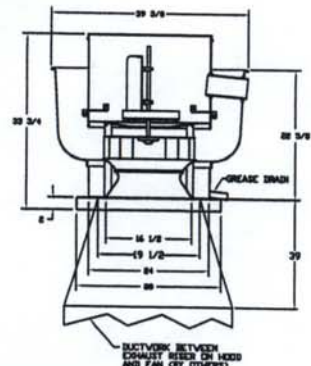
FEATURES

- ROOF MOUNTED FAN
- RESTAURANT MODEL
- UL300
- ANCA SOUND AND AIR CERTIFIED
- VIBRATION FREE MOTOR TO DISCONNECT SWITCH
- WEATHERPROOF RECONNECT
- HIGH HEAT OPERATOR 180°F G/PCD
- GREASE CLASSIFICATION TESTING

NORMAL TEMPERATURE TEST
 EXHAUST FAN MUST OPERATE CONTINUOUSLY WHILE EXHAUSTING AIR AT 80°F G/PCD UNTIL ALL FAN PARTS HAVE REACHED THERMAL EQUILIBRIUM, AND WITHOUT ANY RETROGRADING EFFECTS TO THE FAN WHICH WOULD CAUSE UNSAFE OPERATION.

ABNORMAL FLAME-UP TEST
 EXHAUST FAN MUST OPERATE CONTINUOUSLY WHILE EXHAUSTING BURNING GREASE VAPORS AT 80°F G/PCD FOR A PERIOD OF 15 MINUTES WITHOUT THE FAN BECOMING DAMAGED TO ANY EXTENT THAT COULD CAUSE AN UNSAFE CONDITION.

SEIZES
 GREASE BOX



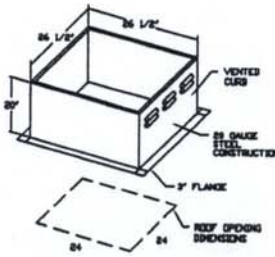
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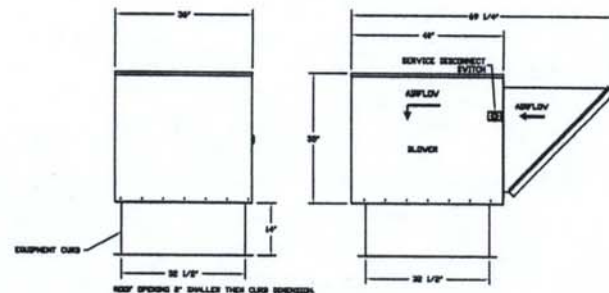
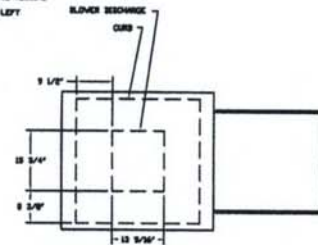
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SEIZES
 GREASE BOX



PITCHED CURBS ARE AVAILABLE FOR PITCHED ROOFS.
 SPECIFY PITCH
 EXAMPLE: 7/12 PITCH = 30° SLOPE



CUSTOMER APPROVAL TO MANUFACTURE

Approved as Noted

Approved with NO Exception Taken

Revised and Resubmit

SIGNATURE _____

Title _____

REVISIONS	NO.	DATE	DESCRIPTION

CAPTIVE
 HIGHMOORE GROUP

ST JOHN ELEMENTARY SCHOOL
 DOTHAN, AL

DATE: 2/16/2010

PROJECT: Hood-2-110184

DRAWN BY: BL

SCALE: Not To Scale

HOOD:

SHEET NO. 2

ELECTRICAL PACKAGES

REL TAG	PACKAGE #	LOCATION	SWITCHES		REDFTOP STARTERS	OPTION	FANS CONTROLLED				
			LOCATION	QUANTITY			TYPE	#	HP	VOLTS	FLA
1	22110FP	Utility Cabinet Right	Utility Cabinet Right Hood # 2	1 Light 1 Fan		Exhaust On In Fire, Fans On/Off Thermostatically Controlled	Exhaust	1	1200	230	10.2
							Exhaust	1	1200	230	10.2
							Supply	1	1200	230	10.2

CUSTOMER APPROVAL TO MANUFACTURE

Approved as Noted

Approved with NO Exception Taken

Review and Resubmit

SIGNATURE _____

Your Title _____ Date _____

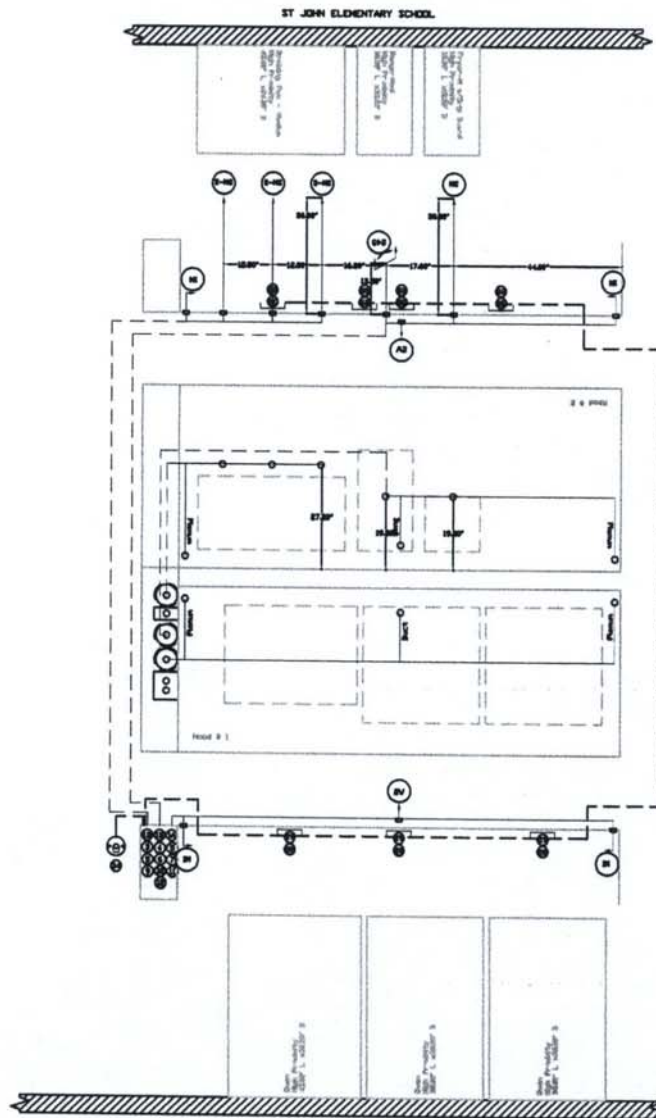
ELECTRICAL PREWIRE PACKAGE	JOB NAME ST JOHN ELEMENTARY SCHOOL	DATE 2/16/2010																				
DRAWING NUMBER 22110FP	JOB NUMBER 1101184	DRAWN BY _____																				
CONTROL INPUT 120VAC H1=LINE, N1=NEUTRAL 15A BKR - DO NOT WIRE TO SHORT TRIP BREAKER																						
<p>COMPONENT PARTS LIST</p> <table border="1"> <thead> <tr> <th>NAME / DESCRIPTION</th> <th>LOCATION</th> </tr> </thead> <tbody> <tr> <td>C= Contactor</td> <td></td> </tr> <tr> <td>ST= Starter</td> <td></td> </tr> <tr> <td>FS= Fan Switch (Lighted)</td> <td></td> </tr> <tr> <td>LS= Light Switch</td> <td></td> </tr> <tr> <td>LC= Light Control</td> <td></td> </tr> <tr> <td>TC= Thermostat (Head/Pressure)</td> <td></td> </tr> <tr> <td>Pr= Relay DPT - 34.110.0148.0</td> <td></td> </tr> </tbody> </table> <p>TC-01 TEMPERATURE CONTROLLER PSM-8461-0007 TC-2 120 TEMPERATURE SENSOR (See Note 1)</p> <p>SPARE FUSE ONLY CONTACTS</p> <p>SPARE RELAY CONTACTS USED WHEN FIRE SYSTEM DISCHARGED TO SHUT DOWN SHUNT TRIP EQUIPMENT OR PROMOTE SHUNTS.</p> <p>TR Tripout, AR Arrest, C Common</p>			NAME / DESCRIPTION	LOCATION	C= Contactor		ST= Starter		FS= Fan Switch (Lighted)		LS= Light Switch		LC= Light Control		TC= Thermostat (Head/Pressure)		Pr= Relay DPT - 34.110.0148.0					
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<p>TERMINAL BLOCK CONNECTIONS</p> <table border="1"> <thead> <tr> <th>BL RELAY</th> <th>WIRE TYPE</th> <th>WIRE</th> <th>MS-1</th> </tr> </thead> <tbody> <tr> <td>C-NO</td> <td>NO</td> <td>Y</td> <td>C-NO</td> </tr> <tr> <td>NO-BL</td> <td>NO</td> <td>Y</td> <td>C-NO</td> </tr> <tr> <td>NC-PR</td> <td>NO</td> <td>Y</td> <td>C-NO</td> </tr> <tr> <td>NO</td> <td>NO</td> <td>Y</td> <td>C-NO</td> </tr> </tbody> </table> <p>Motor Type PH Volt HP FLA BREAKER Exh-1 Exh 1 230 1.5 10.2 15 Amp Exh-2 Exh 1 230 1.5 10.2 15 Amp Sup-3 Sup 1 230 1.5 10.2 15 Amp</p> <p>NOTES</p> <p>_____ DENOTES FIELD WIRING _____ DENOTES INTERNAL WIRING</p> <p>WIRE COLORS</p> <p>BK - BLACK YW - YELLOW BL - BLUE GR - GRAY BR - BROWN PR - PURPLE OR - ORANGE OR/BL - ORANGE/BLUE (STRIP) RD - RED BL/NO - BLUE/RED (STRIP) WH - WHITE RD/GR - RED/GREEN (STRIP)</p> <p>DRAWING SHOWN DE-ENERGIZED NOTE: IF WALL MOUNT PREWIRE, OR FIELD INSTALLED FIRE SYSTEM MICROSWITCH, THE TERMINALS SHOWING FACTORY WIRING MUST BE FIELD WIRED.</p>			BL RELAY	WIRE TYPE	WIRE	MS-1	C-NO	NO	Y	C-NO	NO-BL	NO	Y	C-NO	NC-PR	NO	Y	C-NO	NO	NO	Y	C-NO
BL RELAY	WIRE TYPE	WIRE	MS-1																			
C-NO	NO	Y	C-NO																			
NO-BL	NO	Y	C-NO																			
NC-PR	NO	Y	C-NO																			
NO	NO	Y	C-NO																			
<p>NOTE 1: RED TEMP SENSOR FIELD WIRE WHICH BEINGS SHIPPED LOOSE. WHEN MULTIPLE TEMP SENSORS USED ON ONE FAN SWITCH, EACH SENSOR IS WIRED TO ITS OWN CONTROLLER AND THE CONTROLLER TERMINALS 4, 7, 10 AND 11 ARE WIRED IN PARALLEL. TERMINALS 6 AND 8 ARE JUMPED ON EACH CONTROLLER.</p>																						
12 x 18 x 6 Box																						

REVISED

CAPTIVE

ST JOHN ELEMENTARY SCHOOL
DOTHAN, AL

DATE: 2/16/2010
 DWG #: PreSystem-3-1101184
 DRAWN BY: BL
 SCALE: Not To Scale
 SHEET NO. 3



NOTES

- FIELD PIPE DROPS AS SHOWN
- SLEEVING, ELBOWS, TEES, AND NOZZLES SUPPLIED BY CAS
- DELICATE NOZZLES IF FLOW PATTERN IS BLOCKED BY SHELVEING, SALADWAGERS, ETC.
- HOODMAN 7 ELBOWS IN SUPPLY LINE
- HOODMAN 7 ELBOWS IN RETURN LINE FROM TANK TO FIRST NOZZLE
- APPLICABLE PRE-FIRED CHARGEDROP DROPS ARE SHIPPED LOOSE
- FACTORY PIPING EXTENDS A MAXIMUM OF 4" ABOVE THE TOP OF THE HOOD
- APPLIANCE DIMENSIONS LISTED REPRESENT THE COOKING SURFACE SIZE, NOT THE OVERALL APPLIANCE SIZE
- THIS FIRE SYSTEM COMPLIES WITH UL 300 REQUIREMENTS

Job #: 110114
 Job Name: ST JOHN ELEMENTARY SCHOOL
 Drawn By: BL
 System Size: ANGLA-36/30/13 Total FP required 24
 Hood # 1: 12" 60" Long x 54" Wide x 24" High
 Hood # 2: 12" 60" Long x 60" Wide x 24" High
 Hood # 3: 12" 60" Long x 24" High

LEGEND - FIRE CABINET ASSEMBLY SYSTEM

- 1A 15 GALLON TANK
- 1B 3 GALLON TANK
- 2 OEN AUTOMAN RELEASE
- 3 OEN REGULATED ACTUATOR
- 4 ANGULEX LIQUID AGENT (3 GAL.)
- 5 ANGULEX LIQUID AGENT (1.5 GAL.)
- 6 CARTRIDGE (C81-20)
- 7 CARTRIDGE (C81-10)
- 8A CARTRIDGE (C81-20)
- 8B CARTRIDGE (C81-10)
- 9 CARTRIDGE (C81-20)
- 10 DOUBLE TANK CARTRIDGE
- 11 TEST LINK
- 12 DOUBLE MICROSWITCH
- 13 HOSE ASSEMBLY
- 1100 DUCT NOZZLE (430910)
- 1V DUCT NOZZLE (419337)
- 1V NOZZLE ASSEMBLY (419336)
- 1F NOZZLE ASSEMBLY (419335)
- 1H NOZZLE ASSEMBLY (419330)
- 1/2H NOZZLE ASSEMBLY (419334)
- 2H NOZZLE ASSEMBLY (419330)
- 24S NOZZLE ASSEMBLY (419340)
- 23H NOZZLE ASSEMBLY (419339)
- 21SD NOZZLE ASSEMBLY (419343)
- 29D NOZZLE ASSEMBLY (419342)
- 26A NOZZLE ASSEMBLY (419341)
- 28 DETECTOR BRACKET
- 29 LOW TEMP FUSIBLE LDK
- 30 HIGH TEMP FUSIBLE LDK
- MDV MECHANICAL GAS VALVE
- EDV ELECTRICAL GAS VALVE
- 34 ROBIC MANUAL PULL STATION
- 3 SWIVEL ADAPTER

CUSTOMER APPROVAL TO MANUFACTURE

Approved as Noted

Approved with NO Exception Taken

Revised and Resubmit

SIGNATURE _____

Title _____ Date _____

REVISED

CAPTIVE
 HIGHWOODS GROUP

ST JOHN ELEMENTARY SCHOOL
 DOTHAN, AL

DATE: 2/16/2010
 DWG #: PreSystem-4-110114
 DRAWN BY: BL
 SCALE: Not To Scale
 FIRM: P/STN

SHEET NO.
 4

KITCHEN HOOD SYSTEM
ST. JOHN ELEMENTARY SCHOOL
GADSDEN COUNTY SCHOOLS

KITCHEN HOOD:

A. Provide **Captive-Aire Model 6024/5424-ND-2-PSP-F** Range Exhaust Hood as indicated on the drawing and specified herein complete with, hood fire protection system, compact fluorescent light fixtures, grease extractors, control panel for fans, closure panels, installation materials and labor for a fully functioning system.

B. Canopy shall be of the full length capture type and shall be designed to introduce untempered compensating air thru two perforated supply plenums. The canopies shall be fabricated in accordance with N.F.P.A. Bulletin #96, shall bear the National Sanitation Foundation Seal of Approval (NSF) and shall be UL listed.

C. The "PSP" Perforated Supply Plenum shall discharge make-up air downward through full length, stainless steel, removable, perforated diffusers. The bottom edge of the plenum shall be located such that the make-up air discharge is at least 18 inches above the bottom edge of the ventilator. It shall be constructed entirely of stainless steel to match the ventilator.

D. The canopies shall be constructed with 18 gauge, **type 430 stainless steel**, for all exposed interior liner and exposed exterior panels. The exterior joints and seams on the canopies shall be liquid tight, ground smooth, and polished. Internal construction shall include structural steel framing members as required to prevent flexing and fatigue of the inner and outer shell. All unexposed interior surfaces shall be constructed of minimum 18 gauge galvanized steel. Canopies are to have double thickness exterior end panels.

E. The canopies shall include a filter housing constructed of the same material as the interior liner complete with **Stainless Steel Captrate Solo Style** grease filters of sufficient numbers and sizes to insure optimum performance as specified by the filter manufacturer. The filter housing shall terminate into a pitched full length grease trough which shall drain into a removable grease cup.

F. Sixteen (16) UL listed, surface mount incandescent light fixtures each with One (1) screw in type compact fluorescent bulb shall be installed. Each fixture will have heat and shock resistant removable cover. The lights shall be prewired to a junction box situated on the top of the hood for field connection to power. The wiring shall conform to the requirements of the National Electrical Code.

G. A UL Listed Pre-Wired Electrical Panel shall be located inside the hood's UL Listed utility cabinet. The electrical panel will include: Color coded wiring, Numbered terminal blocks, Grounding bar, Spare terminals controlled by the fire system micro switch, Factory pre-wiring to turn the Exhaust fans on in a fire condition, Relays and Starters.

H. The electrical package will include the **FP Upgrade** with Digital Duct Stats to automatically turn on the exhaust fans whenever the cooking equipment is in use. One (1) or more resistive temperature detector sensors mounted in the risers and one (1) or more digital temperature controllers mounted in the pre-wire cabinet. The temperature controller will have two displays on it, the upper display is the current temperature in the riser. The lower display is the temperature at which the controller will turn on the exhaust fan.

This system is wired in parallel with the hood fan switch, so either can turn the fans on.

**KITCHEN HOOD SYSTEM
ST. JOHN ELEMENTARY SCHOOL
Page 2.**

- I. A flush-mounted UL Listed switch panel shall include lighted on/off toggle-type switches for the control of hood lights and fans. The panel will be flush mounted in the utility cabinet and connected to the Pre-wired electrical control panel by an electrical chaseway.
- J. A full length perforated metal plate shall be welded in the supply collars to ensure even distribution of the air in the supply plenum.
- K. A Volume Control shall be installed in each supply collar to effectively balance the supply air.
- L. Hoods are to be hung with galvanized "all-thread" hanger rods with the bottom of the ventilator at 6'8" above the finished floor.
- M. Provide the hood with 17" high, 18 gauge stainless steel type 430 closure panels to enclose the area from the top of the hood to the existing ceiling on all sides of the hood. Closure panel measurements are to be verified when the hood drawings are approved.

OVERALL SIZE:

- A. Overall hood size will be 144" x 156" x 24" high. (Hood Length includes the Fire Cabinet and Hood Width includes the supply plenums). The hood will be built in Two (2) sections; both hood sections will have a capture area of 54" x 144". Hood section #1 will include a 6" rear standoff. Both hood sections will have a 12" fire utility cabinet.

EXHAUST FANS:

- A. The roof exhaust fans shall be of the belt drive, upblast vertical discharge type. Base shall be steel reinforced aluminum. All aluminum spun parts shall have a rolled bead for added rigidity and shall be specially spun so as to seal the pores of the aluminum providing greater resistance against oxidation and deterioration. The fan wheel shall be all-aluminum of the centrifugal blower type featuring backward inclined blades and a tapered inlet shroud. Motor and drives shall be enclosed in a weather-tight compartment separate from the exhaust airstream. Motor shall be of the heavy duty, permanently lubricated, sealed ball bearing type. Variable pitch drives shall be standard. Drive belts shall be of the oil-resistant, non-static, non-sparking type with life expectancy of over 24,000 hours. The entire drive assembly and wheel shall be removable, as a complete unit, from the support structure without disassembling the external fan housing. Units shall be of type B construction and shall carry a one-year warranty. Provide the fans with a disconnect switch, motor starters, and pre-fabricated 4/12 pitched roof curb 26.5" square x 20" high with a vented base, constructed of minimum of 18 gauge galvanized steel. Hood System will include: **Two (2) Model NCA-16HPFA Exhaust Fans, rated at 1.5-HP. ea, 2400 CFM @ 1.500" wc. ea., and 1305 RPM. ea. Voltage and Phase: 230V 1-Phase. Voltage and phase will be verified when the drawings are approved.**

SUPPLY FAN:

- The supply fan shall be 3/4" wide, belt-driven, double inlet, forward curved centrifugal blower type. All exterior housing components of the supply unit shall be constructed of minimum 18 gauge galvanized steel, with a durable weatherproof finish. The inlet of the unit shall contain birdscreen and a bank of washable, removable air filters. Filter shall be of 2 inch aluminum mesh type, and shall be UL Classified. Furnish a pre-fabricated 4/12 pitched roof curb 32.5" square x 14" high. Hood System will include: **One (1) Model NSAU2-G15 Supply Fan rated at**

**KITCHEN HOOD SYSTEM
ST. JOHN ELEMENTARY SCHOOL
PAGE 3.**

1.5-HP., 3840 CFM @ 0.500" wc. and 579 RPM. Voltage and phase 230V 1-Phase. Voltage and phase will be verified when the drawings are approved.

All the fans shall be furnished with a prewired disconnect for main power connection. All electrical components shall be UL Listed, approved, or classified where applicable and wired in compliance with the National Electrical Code.

FIRE SYSTEM:

A. The hood shall contain an Ansul R-102 Fire Suppression System which will be custom engineered and properly sized for the duct, plenum and equipment. The tank and automan shall be contained in a UL Listed 12" deep fire protection cabinet, which shall be an integral part of the canopy. The Complete system is factory pre-piped in accordance with UL 300. All exposed fittings are chrome plated and exposed piping is covered with heavy gauge stainless steel sleeving. A CAD generated drawing will be custom produced for each installation indication all drop locations and piping schematic. The complete system is to be tested by an authorized Ansul representative.

DUCT WORK:

A. Exhaust duct shall be 16 gauge mild steel with all welded liquid tight construction. Duct will be field welded to the hood on site. Exhaust ductwork will be built for a plenum at the terminal end on roof and telescope into an 18 gauge galvanized all welded fan base on the roof. Exhaust ductwork will be insulated with 1-1/2" fire rated insulation with foil backing and wrapped with 22 gauge galvanized bans where duct is 18" or closer to any combustible material. All insulated seams must be foil taped, and wrapped with galvanized bans 4" wide.

B. Supply duct will begin with a 22 gauge galvanized plenum with metal fittings. Supply air duct to be insulated on the exterior to prevent condensation formation.

SCOPE OF WORK:

Hood Installer & Food Service Dealer:

- 1) Disconnect the existing Exhaust Hood, Ducts, Fire System, and Fans and remove from the school grounds.
- 2) Along with the foodservice dealer and factory representative review and approve the new hood drawings and submittals.
- 3) Verify the roof pitch and required voltage and phase.
- 4) Contract with a roofing contractor to cut and seal the new roof penetrations required to install the new fans.
- 5). Existing openings will be reused if possible. If existing openings are not used they will be sealed with roofing material matching as close as possible the existing roof surface.
- 6). Receive and off load the new hood & fans and inspect for freight damage.
- 7). Hang the new hood.
- 8). Fabricate the new duct work and install.
- 9) Install the new exhaust and supply fans.
- 10) After the hood is in place contact the local fire system distributor to complete the fire system installation and certify the new fire system.
- 11) Provide a test and balance evaluation on the new hood system.
- 12) After the fire system has been installed and certified install the closure panels and stainless

**KITCHEN HOOD SYSTEM
ST. JOHN ELEMENTARY SCHOOL
PAGE 4.**

steel trim.

13) Provide Compact Fluorescent Light Bulbs for the Light Fixtures.

14) Supply the school system with the necessary gas connect hoses for the items of equipment requiring new hoses.

15) Provide stainless steel trim where the hood meets the kitchen ceiling.

16) Wipe the new hood system down with Stainless Steel Polish and remove all PVC protective coatings.

Gadsden County Florida School System Responsibilities:

1). Provide access to the building for the hood installer to complete the project.

2). Disconnect and remove all equipment located under the existing hood.

3). Remove the existing gas manifold and gas piping in the area of the new hood and rework the existing gas manifold to comply with all current code standards.

4). Install the fire system mechanical gas shut off valve supplied by the fire system distributor.

5). Relocate existing fluorescent light fixtures located along the sides of the existing hood.

6). Relocate existing heating system piping located along the sides of the existing hood.

7) Provide an electrician to complete the following electrical work:

a. Disconnect the existing electrical connections to the equipment, hood, and fans.

b. Removal and rerouting any existing electrical conduit located in the area of the new hood.

c. Electrical disconnect boxes for the fans and hood.

d. All electrical wiring from the appropriate panel box to the disconnect boxes.

e. All electrical connections between the hood and fans.

f. All electrical connections to the disconnect boxes from the hood and fans.

g. All electrical connections to the equipment under the hood.

h. Provide the necessary hardware to facilitate shunt trip protection for the items of equipment under the hood in the event of a fire system discharge.

8) Provide a plumber to complete the following plumbing work.

a. Reroute the existing water lines to accommodate the new hood system and the existing items of equipment and add a ball valve shut off for each line.

b. Once the equipment is replaced under the hood provide all necessary plumbing connections for the equipment.

c. Install new gas supply hoses supplied by the food service dealer for these items of equipment: Tilting Skillet, Fryer, Two Burner Range, and the Older Model Double Convection Oven.

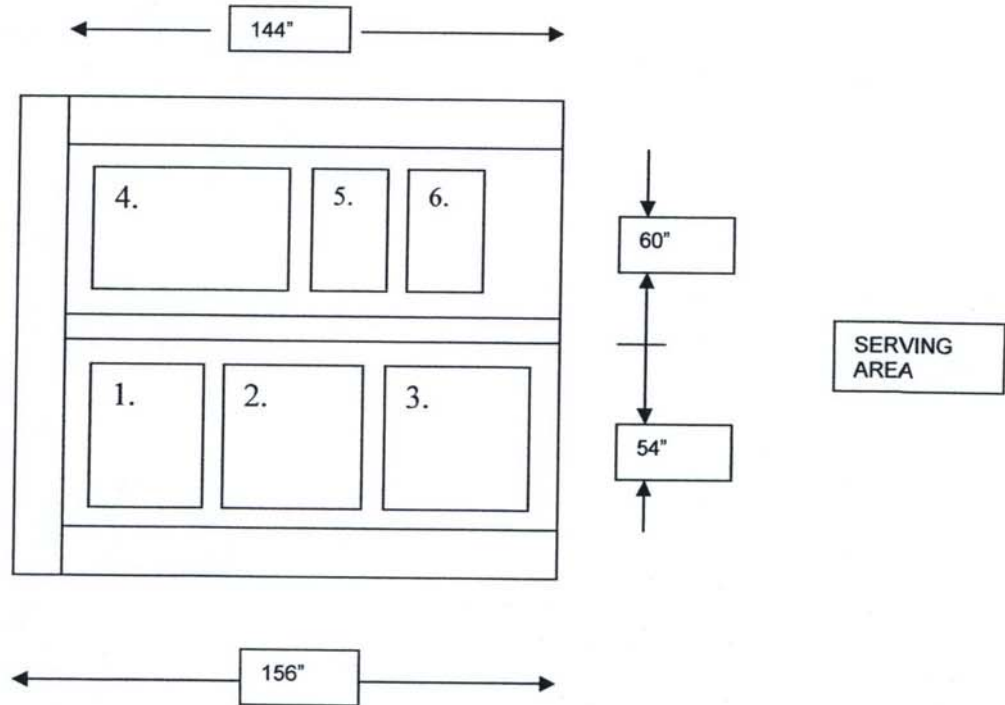
9) School system is to be responsible for any ceiling repair as a result of the hood installation project.

10) If the school building has a fire alarm system the school system is to be responsible for contracting with the building fire alarm company for the connections between the hood control box and the building fire alarm system.

11) If asbestos is found in the hood installation area contract with an asbestos removal contractor.

12) Inspect the job for final approval.

ST. JOHN ELEMENTARY SCHOOL
NEW HOOD LAYOUT



Equipment under hood

1. Groen Electric Combi Oven: - facing the end of the hood
2. Double Stack Blodgett Convection Oven
3. Double Stack Blodgett Convection Oven
4. Groen Tilting Skillet Gas
5. Market Forge Two Burner Hot Top Gas
6. Market Forge 40-lb Fryer Gas

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 10b

DATE OF SCHOOL BOARD MEETING: April 27, 2010

TITLE OF AGENDA ITEM: HVAC full service agreement with Brooks Air Systems at East Gadsden High School.

DIVISION: Facilities

X This is a CONTINUATION of a current project, grant, etc.

PURPOSE AND SUMMARY OF ITEM: For Board approval of continuing the HVAC full service agreement with Brooks Air Systems at East Gadsden High School. Service agreement will start on May 1, 2010 and continue through April 30, 2011 with an approximate cost increase of 6 percent.

FUND SOURCE: 110

AMOUNT: \$44,160.00

PREPARED BY: Wayne Shepard

POSITION: Director of Facilities

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

 Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered

CHAIRMAN'S SIGNATURE: page(s) numbered

Be sure that the COMPTROLLER has signed the budget page.

This form is to be duplicated on light blue paper.

SERVICE AGREEMENT

Presented To:

**GADSDEN COUNTY
SCHOOLS BOARD
WAYNE SHEPARD
EAST GADSDEN H.S.
MARCH 2010**

SERVICE AGREEMENT

Customer information:

Date: MARCH 22, 2010

Customer Name: Gadsden County School Board
Contact Name/ Title: wayne shepard – Director of Facilities
Street Address: 35 Martin Luther King Jr. Blvd.
City, State, Zip: Quincy, Fl 32351

Locations Covered:

The Campus of East Gadsden High School

Description of Service:

This is a FULL service agreement-coverage includes ALL emergency calls routine maintenance, parts and labor to diagnose, repair or replace failed components of the equipment covered under this agreement. The (3) McQuay chillers will be covered as Preventative Maintenance Only.

Price and Billing Terms:

\$44,160.00/yr to be billed in equal monthly investments of \$3,680.00

Proposal Expiration Date: April 15, 2010 Proposal must be accepted and returned.

This Service Agreement proposal, including the attached pages and special conditions, constitutes the entire agreement, and shall become a valid contract after your acceptance and credit approval by B.A.S. This agreement supersedes all prior presentations and agreements not incorporated herein, and no other verbal or written agreement for service exists between us.

This agreement commences on May 01, 2010 and shall continue until April 30, 2011, and may continue from year to year thereafter until terminated in writing by either party.

Proposed: Brooks Air Systems
By: Tom Zimmerly
Title: Service Sales Engineer
Date: _____

Accepted: _____
By: _____
Title: _____
Date: _____

HVAC EQUIPMENT COVERED

Brooks Air Systems

Item	Equip. Type	MFG.	Order Number	Model No.	Qty	Serial No.	Tag	Area Served	Ship Date	Start-Up Date	Belt Size/ Qty	Filter Size / Quantity
				<i>On Record with original Contract</i>								

This is the entire list of mechanical equipment to be maintained as of _____

	QUARTERLY	SEMI-ANNUALLY	ANNUALLY	AS REQUIRED BY PERFORMANCE
MAINTENANCE SCHEDULES				
AIR-COOLED SCROLL CHILLER				
GENERAL				
A) Perform controller check, log, and last fault analysis	X			
B) Inspect for refrigerant and oil leaks	X			
C) Check condenser coils, clean debris from around condenser	X			
D) Verify safety controls for proper operation		X		
E) Check refrigerant system for presence of moisture/acid		X		
F) Check condenser fan motors, verify proper operation		X		
G) Inspect thermal insulation for integrity			X	
H) Inspect entire unit for noise, vibration, cleanliness, and paint			X	
ELECTRICAL				
A) Check terminals for tightness, tighten as necessary			X	
A) Clean control panel interior			X	
B) Visually inspect components for signs of overheating	X			
A) Verify compressor heater operation	X			
A) Megger compressor motor every five years				X
REFRIGERATION				
A) Leak test	X			
B) Check sight glasses for clear flow	X			
C) Check filter-drier pressure drop (see manual for spec)	X			
D) Perform compressor vibration test			X	
CONDENSER (AIR-COOLED)				
A) Clean condenser coils			X	
B) Check fan blades for tightness on shaft			X	
C) Check fans for loose rivets and cracks			X	
D) Check coil fins for damage			X	
AHU MAINTENANCE				
A) Check all moving parts for wear		X		
B) Inspect drain pans and clean as necessary	X			
C) Inspect and replace filters	X			
D) Check for tightness:				
Bearing Collar		X		
Sheave		X		
Wheel Hub Setscrews		X		
Sheave Cap screws		X		
Bearing Hold-Down Bolts		X		
E) Relubricate Motor and Fan Shaft Bearings:				
IF unit runs continuously		X		
IF unit runs 12 hours (or less) a day			X	
KEY				

M = Perform According to Manufacturer's Instructions
 O = Performed by in-house personnel
 X = Performed by service personnel

VFD MAINTENANCE				
A) Check R7/R8 Enclosure Inlet Air Filter (replace if necessary)	X			
B) Check R7/R8 Enclosure Exhaust Air Filter (replace if necessary)		X		
C) Check and Clean Heatsink		X		
D) Replace Drive Module Fan				X
E) Change Capacitor				X
F) Replace Battery in the Assistant Control Panel				X
PUMP MAINTENANCE				
A) Check Motor Lubrication	X			
B) Check Pump Lubrication	X			
AIR-COOLED SPLIT SYSTEM MAINTENANCE				
ELECTRICAL				
A) Check terminals for tightness, tighten as necessary			X	
A) Clean control panel interior			X	
B) Visually inspect components for signs of overheating	X			
A) Verify compressor heater operation	X			
A) Megger compressor motor every five years				X
REFRIGERATION				
A) Check sight glasses for clear flow	X			
C) Check filter-drier pressure drop (see manual for spec)	X			
D) Perform compressor vibration test			X	
CONDENSER (AIR-COOLED)				
A) Clean condenser coils			X	
B) Check fan blades for tightness on shaft			X	
C) Check fans for loose rivets and cracks			X	
D) Check coil fins for damage			X	
AIR HANDLING UNIT				
A) Check all moving parts for wear		X		
B) Inspect drain pans and clean as necessary	X			
C) Inspect and replace filters	X			
D) Check for tightness:				
Bearing Collar		X		
Sheave		X		
Wheel Hub Setscrews		X		
Sheave Cap screws		X		
Bearing Hold-Down Bolts		X		
E) Relubricate Motor and Fan Shaft Bearings:				
IF unit runs continuously		X		
IF unit runs 12 hours (or less) a day			X	
KEY				
O = Performed by in-house personnel				
X = Performed by service personnel				

	QUARTERLY	SEMI-ANNUALLY	ANNUALLY	AS REQUIRED BY PERFORMANCE
EMCS MAINTENANCE SCHEDULE				
GLOBAL CONTROLLER				
A) Remove accumulated dust from interior and exterior	X			
B) Check operation of Modem	X			
C) Make backup copy of database	X			
D) Check power supply voltage	X			
E) Check battery for proper charge	X			
F) Verify operation of battery backup	X			
G) Check voltage levels on communication trunks	X			
H) Check all electrical connections	X			
TERMINAL CONTROLLERS (2 AHU AND 2 VAV)				
A) Perform point-point check of all connected points	X			
B) Calibrate all temperature sensors	X			
C) Verify software sequence of operation	X			
D) Check communications to Global Controller	X			
E) Check all switch settings for proper position	X			
OPERATORS TERMINAL				
A) Thoroughly clean filters, remove dust and dirt from int/ext	X			
B) Check all functions	X			
CPU POWER SUPPLY				
A) Verify operation of all software functions	X			
B) Check cables for chafing and broken insulation; replace	X			
C) Check power supply voltages and surge protection	X			
A) Performance Evaluation (Superheat Control)	X			
PERFORM SYSTEM BACK-UP				
A) 1 set of disks for owner	X			
B) 1 set of disks for Brooks Air Systems	X			
C) System software updates as they become available	X			

KEY

O = Performed by in-house personnel

X = Performed by service personnel

BROOKS AIR SYSTEMS TERMS AND CONDITIONS OF SALE- SERVICE

This agreement is between Brooks Air Systems, Inc. ("B.A.S.") and the customer. This agreement applies only to equipment installed prior to effective date of this agreement and as described on attachment(s).

1. PAYMENT AND TAXES -- Payment shall be net upon receipt of invoice. Brooks Air Systems reserves the right to require cash payment or other alternative method of payment prior to completion of work if Brooks Air Systems determines, in its sole discretion, that the Customer or Customer's assignee's financial condition at any time does not justify continuance of the net 30 days payment term. Brooks Air Systems reserves the right to discontinue its service anytime payments have not been paid as agreed. In addition to the Agreement price, the Customer shall pay Brooks Air systems any applicable taxes or government charges which may be required in connection with the service or material furnished under this Agreement.

2. WORKING HOURS -- All services performed under this Agreement including major repairs, are to be provided during Brooks Air Systems normal working hours unless otherwise agreed. Normal working hours (8 a.m. to 5 p.m.) Monday through Friday will apply to all services, unless otherwise stated, including major repairs performed under this agreement. Work performed beyond normal working hours for the convenience of the Customer shall be billed at the difference between overtime and straight time rates. We will respond to all calls within a four (4) hour time period or sooner.

3. ADDITIONAL SERVICE - Services or parts requested by Customer in addition to those specified in this Agreement will be provided upon receipt of Customer's written authorization and invoiced at Brooks Air Systems prevailing contract labor rate of \$ 82.00 per hour mechanical, \$ 95.00 controls and parts charges. Additional services or parts shall be supplied under the terms of this Agreement.

- In the event Brooks Air Systems is required to make any repairs and/or replacement and/or emergency calls occasioned by improper operation or misuse of equipment covered by this agreement or any cause beyond Brooks Air Systems control, the customer shall reimburse B.A.S. for expenses incurred in making repairs and/or replacements and/or replacements, and/or emergency calls in accordance with the established rate for performing such service such as calls for thermostat setting, air balancing or equipment resetting.

4. REPAIR OR REPLACEMENT - Brooks Air Systems shall not be responsible for repair or replacement of any HVAC or EMCS equipment that is damaged by any disaster or weather catastrophes (ie, floods, tornados, hurricanes, etc.), vandalism, other contractors, maintenance personnel, tenants, or any other party.

Brooks Air Systems is not responsible for the identification, detection, abatement, encapsulating or removal of asbestos, mold, or products or materials containing asbestos, mold, or similar hazardous substances. In the event that Brooks Air Systems encounters any asbestos, mold product or any hazardous material in the course of performing its work, Brooks Air Systems may suspend its work and remove its employees from the project, until such product or material, and any hazards connected with it are abated. Brooks Air Systems shall receive an extension of time to complete its work and compensation for delays encountered as a result of such situation and its correction.

Brooks Air Systems shall not be required to perform tests, install any items of equipment or make modifications that may be recommended or directed by insurance companies, government, state, municipal or other authority. However, in the event any such recommendations occur, Brooks Air Systems, at its option, may submit a proposal for Customer's consideration in addition to this Agreement. Brooks Air Systems shall not be required to repair or replace equipment that has not been properly maintained.

5. SUPPLEMENTAL CONDITIONS SECTION -- This agreement presupposes that all major pieces of equipment are in proper operating condition at the signing of this agreement.

- It shall be the responsibility of Brooks Air Systems to inspect and report to the customer any malfunctions and defects within sixty (60) days after acceptance date. If equipment cannot be operated within this 60 day period due to seasonal conditions or factors beyond our control, the period for the initial inspection will be extended 60 days after the equipment can be operated and checked.
- It shall also be the responsibility of Brooks Air Systems to make recommendations and assist the customer in restoring the equipment to proper operating condition. However, all of the actual restoration costs shall be paid by the customer
- After equipment restoration to original operating conditions has been approved by Brooks Air Systems, coverage will become effective in accordance with the terms of this agreement.

6. PROPRIETARY RIGHTS— During the term of this Agreement and in combination with certain services, Brooks Air Systems may elect to install, attach to Customer equipment, or provide portable devices (hardware and/or software) that shall remain the personal proprietary property of Brooks Air Systems. No devices installed, attached to real property or portable device(s) shall become a fixture of the Customer locations. Customer shall not acquire any interest, title or equity in any hardware, software, processes, and other intellectual or proprietary rights to devices which are used in connection with providing service on Customer equipment.

7. **DELAYS**– Delays caused by conditions beyond the reasonable control of either party shall not be the liability of either party to this Agreement.

8. CUSTOMER OBLIGATIONS

Customer shall:

- Provide a safe work environment.
- Permit access to Customer's site, and use of building services including but not limited to: water, elevators, receiving dock facilities, electrical service and local telephone service.
- Keep areas adjacent to equipment free of extraneous material, move any stock, fixtures, walls or partitions that may be necessary to perform the specified service.
- Promptly notify Brooks Air Systems of any unusual operating conditions
- Upon agreement of a timely mutual schedule, allow Brooks Air Systems to stop and start equipment necessary to perform service.
- Provide the daily routine equipment operation (if not part of this Agreement) including availability of routine equipment log readings.
- Operate the equipment properly and in accordance with instructions.

9. **EQUIPMENT CONDITION & RECOMMENDED SERVICE** – Upon the initial scheduled operating and/or initial annual stop inspection should Brooks Air Systems determines the need for repairs or replacement. Brooks Air Systems will provide the Customer in writing an "equipment condition" report that includes recommendations for corrections and the price for repairs in addition to this Agreement.

In the event Brooks Air Systems recommends certain services (that are not included herein or upon initial inspection). If the Customer does not elect to have such services properly performed in a timely fashion, Brooks Air Systems shall not be responsible for any equipment or control failures, operability and any long-term damage that may result. Brooks Air Systems at its option will either continue to maintain equipment and/or controls to the best of its ability, without any responsibility, or remove such equipment from this Agreement, adjusting the price accordingly.

10. **CUSTOMER TERMINATION**– Customer shall have the right to terminate this Agreement for Brooks Air Systems non-performance provided Brooks Air Systems fails to cure such non-performance within 30 days after having been given prior written notice of the non-performance. Upon early termination or expiration of this Agreement, Brooks Air Systems shall have free access to enter Customer locations to disconnect and remove any Brooks Air Systems personal proprietary property or devices as well as remove any and all Brooks Air Systems-owned parts, tools and personal property. Additionally, Customer agrees to pay Brooks Air Systems for all incurred but unamortized service costs performed by Brooks Air Systems including overheads and a reasonable profit.

11. **CUSTOMER RESPONSIBILITY** – It is agreed that the customer will assume responsibility and pay extra for all service and material required for repair or replacement due to electrical power failure, low voltage, power surges, burned out main or branch fuses, or low water pressure or water damage.

12. **LIMITATION OF LIABILITY**– Under no circumstances shall Brooks Air Systems be held liable for any incidental, special or consequential damages, including loss of revenue, loss of use of equipment or facilities, or economic damages based on strict liability or negligence. Brooks Air Systems shall be liable for damage to property, other than the equipment provided under this Agreement, and to persons, to the extent that Brooks Air Systems negligent acts or omissions directly contributed to such injury or property damage. Brooks Air Systems maximum liability for any reason (except for personal injuries) shall consist of the refunding of all moneys paid by Customer to Brooks Air Systems under this Agreement, subject to right of removal and return of equipment provided under this Agreement to Brooks Air Systems.

B.A.S. and customer assume the non-occurrence of the following contingencies which, without limitation, might render performance by B.A.S. impractical: strikes, fires, war, late or non-delivery by suppliers of B.A.S., and all other contingencies beyond the reasonable control of B.A.S. Under no circumstances shall B.A.S. be liable for any special or consequential damages whether based upon lost goodwill, lost resale profits, work stoppage, and impairment of other goods or otherwise and whether arising out of breach of warranty, breach of contract, negligence or otherwise, except only in the case of personal injury where applicable law requires such liability. But in no event shall B.A.S.'s liability exceed the purchase price paid under this contract.

13. **WASTE DISPOSAL**– Contractor is wholly responsible for the removal and proper disposal of waste oil, refrigerant and any other material generated during the term of this Agreement.

14. **CLAIMS** – Any suits arising from the performance or non-performance of this Agreement, whether based upon contract, negligence, and strict liability or otherwise, shall be brought within one (1) year from the date the claim arose.

15. **SUPERSEDURE, ASSIGNMENT and MODIFICATION**- This Agreement contains the complete and exclusive statement of the agreement between the parties and supersedes all previous or contemporaneous, oral or written, statements. Customer may assign this Agreement only with Brooks Air System's prior written consent. No modification to this Agreement shall be binding unless in writing and signed by both parties.

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 11a

DATE OF SCHOOL BOARD MEETING: April 27, 2010

TITLE OF AGENDA ITEM: Approval of School Board Rules 2.96 (Preventing Fraud) and 2.97 (Procurement Card)

DIVISION: Administration

 This is a CONTINUATION of a current project, grant, etc.

PURPOSE AND SUMMARY OF ITEM:

Approval of School Board Rule 2.96 (Preventing Fraud) and 2.97 (Procurement Card) of the Gadsden County School Board rules is requested.

FUND SOURCE: N/A

AMOUNT: N/A

PREPARED BY: Sonja Bridges, Ed.D. *Sonja Bridges*

POSITION: Assistant Superintendent for Academic Services

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

 Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered _____

CHAIRMAN'S SIGNATURE: page(s) numbered _____

This form is to be duplicated on light blue paper.

REVIEWED BY: *J. Butler*

GADSDEN COUNTY SCHOOL BOARD

REGULAR MEETING: April 27, 2010

Suggested script for adopting Gadsden County School Board Rules 2.96 and 2.97

() CHAIRPERSON

The next agenda item is Item Number ____ which includes consideration of, and action upon School Board Rules Numbered 2.96 (Preventing Fraud) and 2.97 (Procurement Card). Based upon professional judgment and past experience, adopting of these rules will have little to no economic impact. For this reason no action is being taken on an economic impact statement. THIS PUBLIC HEARING IS INCLUDED IN THE REGULAR MEETING OF THE SCHOOL BOARD OF GADSDEN COUNTY, FLORIDA, held on April 27, 2010, in the regular School Board Meeting Room in the Max D. Walker Administration Building at Number 35 Martin Luther King Jr. Blvd., Quincy, Florida. The hearing is for the purpose of receiving input and comments from the public on Rules 2.96 and 2.97. This hearing is being electronically recorded. The hour is now ____ p.m. At an appropriate time, the Chair will invite from the audience questions, comments, evidence, arguments, oral statements or other information regarding the proposed action. At that time, each individual wishing to address the Board will please first rise, be recognized by the Chair, and state her or his name.

() SUPERINTENDENT

Mr./Madam Chairperson, each member of the Board has been furnished a copy of the proposed Rules previously described by you. I recommend that the Board adopt School Board Rules Numbered 2.96 (Preventing Fraud) and 2.97 (Procurement Card).

() CHAIRPERSON

If there is anyone who wishes to ask questions, make comments, present evidence or oral arguments or present other information regarding the proposed action, you may do so at this time.

(QUESTIONS, COMMENTS, ETC., IF ANY.)

() A MEMBER

Mr./Madam Chairperson, I move to adopt Rules 2.96 (Preventing Fraud) and 2.97 (Procurement Card).

() A MEMBER

I second the motion.

() CHAIRPERSON

There is a motion and a second to adopt Rules 2.96 and 2.97. Is there any further discussion? All in favor of the motion please say aye- All opposed... The rules have been adopted and it is so ordered. The next item on the agenda is Item Number ____.

PREVENTING FRAUD**2.96**

The School Board is committed to protecting its financial resources, property, information and other assets. The School Board will not tolerate the commission of fraud or the concealment of fraud by any employee.

This policy establishes certain principles for, and expectations of, District employees in order to prevent fraud, provide for the investigation of suspected fraud, provide for consequences for engaging in any manner of fraud, and to heighten awareness of possible fraud.

(1) Definitions:

Fraud or other similar irregularities include, but are not limited to:

- (a) Forgery or alteration of documents (checks, time sheets, agreements, purchase orders, purchasing card transactions, budgets, etc.), File (both physical and electronic forms), photographic or audio records, or accounts belonging to the school district.
- (b) Misrepresentation of information on documents.
- (c) Misappropriation of funds, securities, supplies, or other assets.
- (d) Any intentional irregularity in the handling or reporting of financial transactions.
- (e) Theft, disappearance, or destruction of any asset.
- (f) Disclosing to other persons the purchasing/bidding activities engaged in, or contemplated by the Purchasing Office to assist any entity, person or business in an unfair advantage in the bid process
- (g) Accepting or offering a bribe, gift, or favor under circumstances that indicate that such gift or favor was intended to influence professional judgment.
- (h) Unauthorized use or misuse of District assets.
- (i) Knowingly authorizing or receiving payments for goods not received or services not performed (includes travel).
- (j) Knowingly authorizing or receiving payment for hours not worked
- (k) Using District equipment or work time for personal gain.
- (l) Any violation of Federal, State, or local laws related to dishonest activities or fraud.

(2) Responsibilities:

- (a) This policy applies to any fraud, suspected or observed, involving any District employee, substitute employees, volunteers, and any other persons or parties in a position to commit fraud on the School Board, regardless of the suspected wrongdoer's length of service or position/title, office, or relationship.
- (b) Management is responsible for detecting defalcation, misappropriation and other irregularities. Each member of management shall be familiar with the

CHAPTER 2.00 – SCHOOL BOARD GOVERNANCE AND ORGANIZATION

types of improprieties that could occur within her/his area of responsibility and be alert for any indication or irregularity. Any irregularity that is detected or suspected by any staff member shall be reported to the Superintendent immediately. If the allegation involves the Superintendent, the report shall be made to any member of the School Board or the General Counsel. The obligation to report fraud includes instances where an employee knew or should have known that an incident of fraud occurred.

(c) Failure to report fraud shall be grounds for discipline including termination and reporting to the Professional Practices Services with the Florida Department of Education, as required by law.

(d) Decisions for referral to appropriate law enforcement and/or regulatory agencies for independent investigation shall be made in conjunction with legal counsel and management, as will final decisions on disposition of each case.

(3) **Non-Fraud Irregularities:**

(a) Identification of allegations of personal improprieties whether moral, ethical, or behavioral shall be responded to by management and reported.

(b) Irregularities are usually characterized as unusual events or circumstances. Fraud differs from irregularities by the intent by which it has occurred. Fraud includes, but is not limited to, the intent to personally benefit or assist someone else to personally benefit from the improper action. If there is any question as to whether an action constitutes fraud, the Superintendent shall be contacted for guidance.

(4) **Confidentiality:**

(a) Great care shall be taken in the investigation of allegations of fraudulent activity so as to avoid mistaken accusations or alerting suspected individuals that an investigation is under way.

(b) The Superintendent shall receive information on a confidential basis from anyone who suspects dishonest or fraudulent activity or who has any knowledge relevant to a fraudulent act that has been committed.

(c) In cases of suspected or observed fraud, individuals shall contact the Superintendent immediately. Unauthorized individuals shall not attempt to personally conduct investigations or interviews/interrogations related to fraudulent activity. Individuals shall not discuss the case, facts, suspicions, or allegations with anyone inside or outside the District unless specifically asked to do so by legal directive or the Superintendent, or individuals within the District who have a legitimate need to know details about the case.

CHAPTER 2.00 – SCHOOL BOARD GOVERNANCE AND ORGANIZATION

- (d) In order to avoid damaging the reputations or persons suspected but subsequently found innocent of wrongful conduct and to protect the School District from potential civil liability, the results of investigations conducted by the Superintendent shall not be disclosed or discussed with anyone other than those persons associated with the case(s) who have a legitimate need to know in order to perform their duties and responsibilities. All inquiries from the suspected individual and her/his attorney or representative shall be directed to the Superintendent.
- (e) The Superintendent through his/her designee shall cause an investigation to commence within regards to reports of fraud. The investigation shall follow the same procedures for any other investigation of employee misconduct. The investigation may involve a coordinated effort by District personnel and law enforcement. It may also involve attorneys, security personnel, and other specialists from inside or outside the District.
- (f) Upon the conclusion of the preliminary investigation or until such time as the preliminary investigation ceases to be active, the complaint and all such materials shall be open thereafter to inspection pursuant to s. 119.07(1), F.S. and s. 1012.31, F.S.

(5) **Consequences:**

Violation of this policy may result in termination or some lesser penalty, including, but not limited to, suspension with partial or no pay or reprimand.

(6) **Employee Education:**

- (a) All employees will be required to sign and date a statement indicating that they have read and understand this policy.
- (b) All new employees will be required to sign a statement indicating that they have read and understand this policy as part of the District orientation.
- (c) A copy of this policy shall be placed in all employee handbooks.

STATUTORY AUTHORITY: 1001.41(2), 1001.42, 1001.43, F.S.

LAWS IMPLEMENTED: 119.07, 119.071, 1001.42, 1001.43, F.S.

HISTORY: ADOPTED: 00/00/0000
REVISION DATE(S): NEW
FORMERLY: 1.101; 1.102; 1.206; 1.207

PREVENTING FRAUD**2.96**

The School Board is committed to protecting its financial resources, property, information and other assets. The School Board will not tolerate the commission of fraud or the concealment of fraud by any employee.

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- (b) Misrepresentation of information on documents.
- (c) Misappropriation of funds, securities, supplies, or other assets,
- (d) Any intentional irregularity in the handling or reporting of financial transactions.
- (e) Theft, disappearance, or destruction of any asset.
- (f) Disclosing to other persons the purchasing/bidding activities engaged in, or contemplated by the Purchasing Office to assist any entity, person or business in an unfair advantage in the bid process
- (g) Accepting or offering a bribe, gift, or favor under circumstances that indicate that such gift or favor was intended to influence professional judgment.
- (h) Unauthorized use or misuse of District assets.
- (i) Knowingly authorizing or receiving payments for goods not received or services not performed (includes travel).
- (j) Knowingly authorizing or receiving payment for hours not worked
- (k) Using District equipment or work time for personal gain.
- (l) Any violation of Federal, State, or local laws related to dishonest activities or fraud.

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- (a) This policy applies to any fraud, suspected or observed, involving any District employee, substitute employees, volunteers, and any other persons or parties in a position to commit fraud on the School Board, regardless of the suspected wrongdoer's length of service or position/title, office, or relationship.
- (b) Management is responsible for detecting defalcation, misappropriation and other irregularities. Each member of management shall be familiar with the

CHAPTER 2.00 – SCHOOL BOARD GOVERNANCE AND ORGANIZATION

types of improprieties that could occur within her/his area of responsibility and be alert for any indication or irregularity. Any irregularity that is detected or suspected by any staff member shall be reported to the Superintendent immediately. If the allegation involves the Superintendent, the report shall be made to any member of the School Board or the General Counsel. The obligation to report fraud includes instances where an employee knew or should have known that an incident of fraud occurred.

- (c) Failure to report fraud shall be grounds for discipline including termination and reporting to the Professional Practices Services with the Florida Department of Education, as required by law.
- (d) Decisions for referral to appropriate law enforcement and/or regulatory agencies for independent investigation shall be made in conjunction with legal counsel and management, as will final decisions on disposition of each case.

(3) **Non-Fraud Irregularities:**

- (a) Identification of allegations of personal improprieties whether moral, ethical, or behavioral shall be responded to by management and reported.
- (b) Irregularities are usually characterized as unusual events or circumstances. Fraud differs from irregularities by the intent by which it has occurred. Fraud includes, but is not limited to, the intent to personally benefit or assist someone else to personally benefit from the improper action. If there is any question as to whether an action constitutes fraud, the Superintendent shall be contacted for guidance.

(4) **Confidentiality:**

- (a) Great care shall be taken in the investigation of allegations of fraudulent activity so as to avoid mistaken accusations or alerting suspected individuals that an investigation is under way.
- (b) The Superintendent shall receive information on a confidential basis from anyone who suspects dishonest or fraudulent activity or who has any knowledge relevant to a fraudulent act that has been committed.
- (c) In cases of suspected or observed fraud, individuals shall contact the Superintendent immediately. Unauthorized individuals shall not attempt to personally conduct investigations or interviews/interrogations related to fraudulent activity. Individuals shall not discuss the case, facts, suspicions, or allegations with anyone inside or outside the District unless specifically asked to do so by legal directive or the Superintendent, or individuals within the District who have a legitimate need to know details about the case.

CHAPTER 2.00 – SCHOOL BOARD GOVERNANCE AND ORGANIZATION

- (d) In order to avoid damaging the reputations or persons suspected but subsequently found innocent of wrongful conduct and to protect the School District from potential civil liability, the results of investigations conducted by the Superintendent shall not be disclosed or discussed with anyone other than those persons associated with the case(s) who have a legitimate need to know in order to perform their duties and responsibilities. All inquiries from the suspected individual and her/his attorney or representative shall be directed to the Superintendent.
- (e) The Superintendent through his/her designee shall cause an investigation to commence within regards to reports of fraud. The investigation shall follow the same procedures for any other investigation of employee misconduct. The investigation may involve a coordinated effort by District personnel and law enforcement. It may also involve attorneys, security personnel, and other specialists from inside or outside the District.
- (f) Upon the conclusion of the preliminary investigation or until such time as the preliminary investigation ceases to be active, the complaint and all such materials shall be open thereafter to inspection pursuant to s. 119.07(1), F.S. and s. 1012.31, F.S.

(5) Consequences:

Violation of this policy may result in termination or some lesser penalty, including, but not limited to, suspension with partial or no pay or reprimand.

(6) Employee Education:

- (a) All employees will be required to sign and date a statement indicating that they have read and understand this policy.
- (b) All new employees will be required to sign a statement indicating that they have read and understand this policy as part of the District orientation.
- (c) A copy of this policy shall be placed in all employee handbooks.

STATUTORY AUTHORITY: 1001.41(2), 1001.42, 1001.43, F.S.

LAWS IMPLEMENTED: 119.07, 119.071, 1001.42, 1001.43, F.S.

HISTORY: ADOPTED: 00/00/0000
REVISION DATE(S): NEW
FORMERLY: 1.101; 1.102; 1.206; 1.207

CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

PROCUREMENT CARD

2.97

The purpose of the Gadsden County School Board Procurement Card (PCard) is to provide persons the ability to make purchases when a purchase order is not feasible. This policy is to communicate the proper use of the PCard including restrictions, consequences for misuse and the roles and responsibilities of Cardholders, Account Managers and Business Managers.

1. PCard Program Overview

- (A) Possession and use of a Gadsden County School Board Procurement Card is a privilege and should be protected and treated with the utmost care. The PCard is a credit card that provides a cost effective, convenient, method for staff and faculty to ONLY purchase authorized goods, services and travel expenses directly for and by Gadsden County School District. The PCard may be used when a Purchase Order (PO) or the reimbursement is not an option. NO PERSONAL PURCHASES ARE ALLOWED.
- (B) The Gadsden County School Board is liable to the financial institution issuing the PCards (the "PCard Vendor") for the charges and remits payment directly to the financial institution.
- (C) A PCard purchase must be for business purposes only and in full compliance with all state, Gadsden County School Board and PCard Vendor regulations, policies and procedures.
- (D) Generally within seven (7) calendar days of the transaction, the Cardholder must provide to the Finance Department sufficient documented evidence of the business purpose of the purchase. Such evidence must be provided in a form or terms easily understood by an internal or external reviewer.
- (E) The Cardholder is responsible for ensuring that any expense paid with the PCard is not otherwise submitted for reimbursement or used for any inappropriate purpose.
- (F) The Cardholder's failure to use the card in compliance with this policy, depending upon the severity of the infraction, will subject the Cardholder to the consequences described in Section 4 of this PCard Policy.
- (G) The PCard is just one method offered to make purchases. If Cardholders need to make multiple purchases from a vendor, they should consult Accounts Payable to determine the best procurement method for the purchase.

2. Prohibited and Restricted Items Table

- (A) All Cardholders and Account Managers and Directors will adhere to the following guidance:

GCSB

Revision: NEW Gadsden 2.97

Gadsden 2.97

CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

An expenditure of state funds must be authorized by law, and the expenditure must meet the intent and spirit of the law authorizing the payment. All applicable statutes and Gadsden County School Board regulations, policies and procedures apply not only to purchases made on the PCard, but to any purchases made using institutional funds. Each Cardholder must comply with the requirements provided in the Gadsden County School Board PCard Policy. It should be noted that state funds cannot be expended for personal purchases of employees or others or to make unauthorized purchases, REGARDLESS OF ANY INTENT TO REPAY.

- (B) For purchases where special conditions are provided, Cardholders must attach the necessary written approval and documentation to the receipt for audit purposes.

3. Misuse of PCard/Program

Gadsden County School Board must safeguard its assets and protect its funds from misuse and fraud. All members of the School Board community involved in the use or administration of the PCard program have a responsibility to report known or suspected misuse of the PCard or the PCard program.

- (A) Finance or any other individuals suspecting or documenting misuse of the PCard will report such to the appropriate Supervisor. The Assistant Superintendent for Business and Finance will proceed with further investigation.
- (B) Alternately, if fraud is suspected at any time, the information and documentation will be forwarded immediately for further investigation. Supervisors will take no action to resolve any alleged misuse before consulting with the Superintendent.

Upon completion of the Superintendent's investigation, a report on the findings will be sent to the Supervisor, Assistant Superintendent, and General Counsel as appropriate.

- (C) All parties will handle reports of and investigations of suspected misuse or fraud in a confidential manner until the School Board makes a final determination of final action.

4. Consequences of Misuse

The frequency of misuse and the intent behind such misuse will dictate the severity of consequences for each infraction. The department will provide documentation and information to support each infraction. The Superintendent will review the information and documentation and consult with the Assistant Superintendent for Business and Finance and General Counsel to determine the appropriate consequence for each infraction.

CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

- (A) Sporadic minor infractions or infractions found to be unintentional will be noticed in writing to the Cardholder, the Account Manager, and the Supervisor. This notice is intended as a preventive/corrective measure.
- (B) Cardholders will immediately reimburse Gadsden County School Board for all inappropriate charges. In the event that the reimbursement is not made to the School Board within seven (7) calendar days, the School Board may deduct the amount from any monies due to the Cardholder, including Cardholder's salary. However, reimbursement by Cardholder will not prevent disciplinary action or criminal action if appropriate.
- (C) The PCard will be deactivated, and Cardholder will be required to read the User Guide again before the PCard may be reactivated.
- (D) A pattern of misuse by the same Cardholder will be referred to the Superintendent for investigation.
- (E) Depending on the severity of misuse, the following additional consequences may apply:
 - (i) PCard limits will be reduced;
 - (ii) PCard will be revoked;
 - (iii) Disciplinary action against the Cardholder up to and including employment termination may occur; and/or
 - (iv) Criminal prosecution.

5. PCARD Limits

- (A) There are two separate limits within the PCard program that offer management of risk and exposure. These limits will be established by the Assistant Superintendent for Business and Finance based on the Cardholder's legitimate needs.
- (B) The Supervisor can make a written request for permanent increases to PCard limits by providing written justification for the increase(s).
- (C) The PCard Administrator is the principal custodian of the records of transactional limits for all Cardholders.

6. Audits

- (A) All PCard transactions are subject to random and periodic review by both internal and external auditors.
- (B) Audits may be performed by the Gadsden County School Board, the Florida Auditor General's Office, or any other external audit agency.

7. Tax Exemption

- (A) Gadsden County School Board is an educational institution and is therefore exempt from paying sales and use taxes on most commodities and services.

CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

(B) All Cardholders, Account Managers and Supervisors are responsible for being proactive in avoiding the unnecessary payment of sales and use tax on all PCard transactions.

8. Cardholders

(A) Cardholders who transfer to a new position within the School District and require the use of a procurement card as part of their new duties, will be issued a new card. Cardholders that do not require a procurement card in their new position, must cancel their card.

(B) Prior to their separation from the School District, Cardholders must surrender their procurement card to the Procurement Card Administrator in the Finance Department.

(C) Procurement Cards remain the property of Gadsden County School Board and must be surrendered immediately upon termination of employment, or upon request for any reason by an authorized person such as your supervisor or the Assistant Superintendent for Business and Finance.

STATUTORY AUTHORITY: _____

LAWS IMPLEMENTED: _____

HISTORY: _____

ADOPTED: 00/00/0000
REVISION DATE(S): NEW
FORMERLY:

CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

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